

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, July 18, 2007
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator / City Services
Also present: Patti Ahumada, Secretary to the Personnel Commission/Senior Human Resources Analyst, and Karin Reed, Administrative Assistant

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of June 20, 2007

5. INTRODUCTION OF NEW COMMISSIONER

6. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Reference material included: Final Classification Report on MEA positions and current job specifications for the positions of Human Services Supervisor, Senior Accounting Technician, Administrative Aide, Criminalist, Parking / Traffic Control Coordinator, Civil Engineering Assistant and Contract Administrator.

a. Discussion on a revised job specification and title change for the position of:
1) Legal Secretary (Attachment)

b. Discussion on revised job specifications for the positions of:
1) Building Inspector I, II & III (Attachments)

Please contact Karin Reed at (714) 374-5358 if you have questions or if the Human Resources Department can be of any assistance.

- 2) Deputy City Clerk (Attachment)
- 3) Senior Deputy City Clerk (Attachment)
- 4) Fire Safety Program Specialist (Attachment)
- 5) GIS Analyst (Attachment)
- 6) IS Analyst series (I, II, III & IV) (Attachments)
- 7) Senior Criminalist (Attachment)
- 8) Construction Inspector (Attachment)
- 9) Senior Construction Inspector (Attachment)

c. Discussion on new job classifications and job specifications for the positions of:

- 1) GIS Analyst II (Attachment)
- 2) Parking / Traffic Control Supervisor (Attachment)

Recommended Action:

- 1) Approve the revised job specification and title change for the position of Legal Secretary to Legal Assistant, amending the City's Classification Plan.
- 2) Approve the revised job specifications for the positions of Building Inspector I, II & III, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, the IS Analyst series (I, II, III & IV), Senior Criminalist, Construction Inspector I, Construction Inspector II, Senior Construction Inspector and Senior Inspector Water Construction, amending the City's Classification Plan.
- 3) Approve the new job classifications and job specifications for the positions of GIS Analyst II and Parking / Traffic Control Supervisor amending the City's Classification Plan.

d. Discussion on the reclassification of job specification for select employees in the positions of:

- 1) Human Services Supervisor (one incumbent) to Senior Supervisor, Human Services
- 2) Senior Accounting Technician (Fire Department) to Administrative Aide
- 3) GIS Analyst (all incumbents) to GIS Analyst II
- 4) IS Analyst I (one incumbent) to IS Analyst II
- 5) IS Analyst II (one incumbent) to IS Analyst III
- 6) Criminalist to Senior Criminalist
- 7) Parking / Traffic Control Coordinator to Parking / Traffic Control Supervisor
- 8) Civil Engineering Assistant (one incumbent) to Contract Administrator

Recommended Action:

- 1) Approve the new job classification of Senior Supervisor, Human Services and the reclassification of one Human Services Supervisor incumbent to Senior Supervisor, Human Services amending the City's Classification Plan.
- 2) Approve the reclassification of the Senior Accounting Technician (Fire Department) to Administrative Aide amending the City's Classification Plan.
- 3) Approve the reclassification of all the GIS Analyst incumbents to GIS Analyst II amending the City's Classification Plan.
- 4) Approve the reclassification of one IS Analyst I incumbent to IS Analyst II amending the City's Classification Plan.
- 5) Approve the reclassification of one IS Analyst II incumbent to IS Analyst III amending the City's Classification Plan.
- 6) Approve the reclassification of the Criminalist to Senior Criminalist amending the City's Classification Plan.

Please contact Karin Reed at (714) 374-5358 if you have questions or if the Human Resources Department can be of any assistance.

- 7) Approve the reclassification of the Parking / Traffic Control Coordinator to Parking / Traffic Control Supervisor amending the City's Classification Plan.
 - 8) Approve the reclassification of one Civil Engineering Assistant incumbent to Contract Administrator amending the City's Classification Plan.
- e. Discussion on a revised job specification and title change for the position of Real Estate Services Manager

Recommended Action: Approve the revised job specification and title change for the position of Real Estate Services Manager, amending the City's Classification Plan.

7. ELECTION OF CHAIR AND VICE-CHAIR

8. REPORT ON CITY OF H.B. STATUS REGARDING DEPARTMENT OF HOMELAND SECURITY'S BASIC PILOT PROGRAM

This item has been placed on the agenda at the request of the Personnel Commission Chair. There will be no City staff presentation. Staff will respond to questions regarding this matter.

9. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

10. LABOR RELATIONS UPDATE

- a. Memorandum of Understanding between the City of Huntington Beach and the Surf City Lifeguard Employees' Association (SCLEA) (term January 1, 2007 through September 30, 2008) and summary of changes.
- b. Resolution Amending the Memorandum of Understanding between the City and the Municipal Employees' Association (MEA) by Adopting the Side Letter of Agreement Regarding Unit Modification and Extension of MOU

As offered

11. SECRETARY'S REPORT

As offered

12. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

13. INFORMATION ITEMS

Grievance Report – July 2007

14. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of August 15, 2007.

Please contact Karin Reed at (714) 374-5358 if you have questions or if the Human Resources Department can be of any assistance.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
06/20/07

Pending approval by Personnel Commission at the meeting on 4/18/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:32 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Deight, Garner, Gooch, and Hunt

Commissioners absent: None

Others Present: James Murphy, Esq., Legal Counsel to the Personnel Commission
Patti Ahumada, Senior Human Resources Analyst
Sandy Henderson, Administrative Assistant
Karin Reed, Administrative Assistant

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Hunt and seconded by Commissioner Barton to approve the minutes for the May 16, 2007 meeting (passed 7:0).

ITEM 5

Recommendation for Modification of an Established Unit: Municipal Employees' Association (MEA).
A motion was made by Commissioner Bush and seconded by Commissioner Clemens (passed 7:0).

COMMISSION GOALS FOR THE COMING YEAR

No discussion.

LABOR RELATIONS UPDATE

Senior Human Relations Analyst, Patti Ahumada reported that included for the handbook is The Memorandum of Understanding between the City of Huntington Beach and the Management Employee's Organization (MEO) (term December 20, 2006 through December 19, 2008) and summary of changes. The City has reached a tentative agreement with Surf City Lifeguard Employee Association (SCLEA) and is scheduled to go to Council on July 2, 2007, and have also reached an agreement with the Municipal Employee's Association (MEA) on the Class and Comp Study.

SECRETARY'S REPORT

New Human Resources Director will begin in July. Introduced Jaymie Liu, new Benefits Analyst, Sandy Henderson took a promotion in the Planning Department, and Commissioner Deight's last Personnel Commission meeting. Classification reviews scheduled to begin in July.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
06/20/07

COMMENTS FROM COMMISSIONERS

Chairperson Gooch thanked Commissioner Deight for all her years of service on the Personnel Commission.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 5:50 PM to the next regularly scheduled meeting of July 18, 2007.

ITEM #6

**FINAL
CLASSIFICATION
REPORT**

CITY OF HUNTINGTON BEACH

*LIMITED CLASSIFICATION
STUDY – MEA POSITIONS*

December 29, 2006



241 Lathrop Way
Sacramento CA 95815
916.263.3600

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SECTION I - INTRODUCTION

The City of Huntington Beach retained CPS Human Resources Services to conduct classification reviews of approximately 150 employees allocated to 65 classifications of work to ensure that the positions are properly classified within the City's classification plan, and to update classification specifications as needed. This report provides the analyses and recommendations for the MEA Positions included in the study.

In addition to conducting the classification studies, the City requested that CPS conduct a compensation study for these classes and that study will be presented in a separate report.

STUDY OBJECTIVES

Classification Study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills, and abilities and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and revise classification specifications.
7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Prepared a final classification report.

SECTION II – CONCEPTUAL FRAMEWORK

This section of the report presents our understanding of the conceptual framework for the City's classification plan. The classification analysis, as applied to positions within the City of Huntington Beach, relies upon sound principles of job evaluation and analyses. The approach identifies classifications that reflect differences in levels and type of work determined through the use of established allocation factors and class concepts as identified through the

classification specifications and Occupational Series manual provided by the City. Since the work performed by CPS only involved a select number of positions, every effort was made to ensure recommendations were consistent with the classification concepts currently utilized by the City. Our understanding of these concepts is presented in the next section of this report.

CLASSIFICATION LEVELS

Position classification represents the grouping of all jobs within the City into a systematic classification structure based on the inter-relationship of the duties performed, nature and level of responsibilities, and other work-related requirements of the jobs. Within the overall classification plan, it is possible to generally categorize each classification according to the following possible levels:

Class Level

Entry

Journey

Advanced Journey

Supervisor

Manager/Division Head

Assistant Department Head

Department Head

Within each job family, there may exist a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization's needs and priorities.

In some positions, there is no need for functions to be performed at the entry level; therefore, there would be no entry-level classification in that particular job family. Furthermore, it is important to note that while two given job families may both contain, for example, a journey-level classification, the two journey-level classes will likely be treated differently for compensation purposes. Distinctions between class levels for all types of job families may be expressed in terms of the general amount of responsibility to be assumed within each class level. The following subsections reflect our understanding of the responsibilities to be assumed at each class level identified, and is the basis of our analysis for the City of Huntington Beach.

Entry-level classes are designed to provide an on-the-job training opportunity to an employee who had limited directly related work experience and is not yet prepared to perform the full range of work assigned to the journey-level class.

Journey-level classes are designed to recognize those positions that require the incumbent to perform a broad range of tasks usually under general supervision. A journey-level position is fully trained in the scope of duties associated with this level.

Advanced Journey-level classes possess a specialized technical or functional expertise. They typically are assigned significant responsibilities above the journey level; possess specialized knowledge, abilities, skills, and experience; and often exercise independent judgment in the performance of their duties. Advanced journey-level classes may provide technical, functional, or lead supervision over lower-level positions.

Supervisor-level classes recognize full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit or department.

Manager/Division Head-level classes perform full line and functional management responsibility for a major division or program area within a major department.

Assistant Department Head-level classes serve as full line assistants to a department head or assume responsibility for a major division and, in addition, perform general administrative tasks for a department head.

Department Head-level classes recognize positions with full responsibility for the administration of a City department. No department heads were interviewed in this study.

TITLING OF SUPERVISORY AND MANAGEMENT JOB CLASSES

To promote consistency in our analysis, we reviewed the classification specifications provided for these study classes and list below our understanding of how the City utilizes these titling conventions:

PRINCIPAL - Where the word "Principal" appears in a title, it identifies professional staff with responsibility for:

- Serving as managers that assume full line and functional management responsibility for a unit or function within a department; or
- Serving as the highest level technical expert in an assigned area, which is typically programmatic in nature, and which has City-wide impact.

SUPERVISOR – Where the word "Supervisor" appears in a job title, it identifies classes that:

- Provide full, first-line, direct supervision to assigned employees.
- Plan, assign, supervise, and review the work of subordinates.
- Assist in program development and management.
- Assume responsibility for effectively recommending a variety of personnel actions in such areas as performance evaluation, training, selections, transfers, and disciplinary measures.
- A substantial portion of their time is spent performing the most difficult and complex work of the section or unit.
- May assist in budget development and administration.

MANAGER – Where the word “Manager” appears in a job title, it identifies classes that assume full line and functional management responsibility for a division within a department.

DEPUTY – Where the word “Deputy” appears in a job title, it denotes positions that serve as full line assistants to a Director or assume responsibility for a major division and, in addition, perform general administrative tasks for a Director that effect the entire department.

DIRECTOR – Where the words “Director” appear in a job title, it denotes the administrative head of a department. No department heads were interviewed in this study.

ALLOCATION FACTORS

Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared in order to measure the similarities and differences among positions. The allocation factors typically used in classification studies are:

Decision Making
Scope and Complexity
Contact with Others Required by the Job
Supervision Received and Exercised
Knowledge, Skills, and Abilities

These criteria are briefly defined below:

Decision Making consists of (a) the decision-making responsibility and degree of independence or latitude that is inherent in the position, and (b) the impact of the decisions.

Scope and Complexity defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.

Contact with Others Required by the Job measures (a) the types of contacts, and (b) the purpose of the contacts.

Supervision Received and Exercised describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.

Knowledge, Skills, and Abilities define the knowledge, skills, and abilities necessary to perform assigned responsibilities.

These allocation factors are carefully and consistently applied during the analysis of each position included in the scope of the study. Not all factors will be as pertinent to all positions and

each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study.

SECTION III – ALLOCATION RECOMMENDATIONS

The City of Huntington Beach requested CPS to conduct a classification study involving 150 positions allocated to 65 classifications. CPS held an employee orientation to which the incumbents in the study positions were invited and CPS reviewed the process, the timeline, distributed and explained the Position Description Questionnaire (PDQ), and addressed any questions or comments the incumbents had. The incumbents were provided two weeks to complete the PDQ. It was then required that each PDQ be reviewed by the incumbent's immediate supervisor as well as the division or department head.

Once the PDQ's were received, the CPS consultants thoroughly reviewed each PDQ and met with a selected number of employees within each classification as available.

The following section of the report describing the allocation of individual positions is organized by the occupational series' defined by the City. Since this is a limited classification study, not every classification within each occupational series was included within the scope of the study; however, the review and recommendations are based upon CPS' understanding of these job families and the City's classification concepts as outlined in the previous sections of this report. Further, since this report addresses MEA positions only, not every studied level of work (e.g. Manager, Deputy Director) will be included in this report.

ACCOUNTING FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician I**
- **Recommended Classification:** **Accounting Technician I**

The incumbent has been in this position for [REDACTED] and is responsible for confirming that payroll transactions within the Police Department are accurate and fall within the scope of the MOU to which the employee is assigned. The majority of duties are transactional in nature, with 50% of time spent posting payroll exception forms such as paid time off and special pays; 15% of time is spent generating vacancy requisitions and 15% of time is spent generating transactions to fill those vacancies, with the remainder of time spent on related tasks. While there are multiple bargaining units, the processes utilized are within a structured set of policies, procedures and guidelines; for that reason, it is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician I classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for financial recordkeeping and processing payroll, accounts payable and purchasing transactions; and processing new hire and personnel transactional paperwork for pay related changes within

the Community Services Department. The incumbent reports that 30% of time is dedicated to processing payments for instructors, 15% of time is spent on processing personnel related changes and maintaining those personnel records; 34% of time is spent on processing invoices for payment; with the remaining time spent on related duties. While the incumbent reports lead responsibilities, these duties appear to be very limited and are not considered to be a significant part of the position's duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for over [REDACTED] and is responsible for processing accounts payable within the Finance Department. The incumbent reports that 75% of time is spent on reviewing, verifying, entering data and processing payments for invoices, contracts, professional services and related expenditures; 10% of time is spent opening and distributing mail, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for over [REDACTED] and is responsible for processing accounts payable within the Finance Department. The incumbent reports that almost 60% of time is spent on reviewing, verifying, entering data and processing payments for invoices, contracts, professional services and related expenditures; 20% of time is spent processing credit card statements, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for over [REDACTED] and is responsible for processing accounts payable within the Finance Department. The incumbent reports that almost 50% of time is spent on reviewing, verifying, entering data and processing payments for invoices, contracts, professional services and related expenditures; 20% of time is spent checking proof and payment data; 10% of time is spent keying detailed instructions into the computer system, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for processing accounts payable, accounts receivable and ambulance billing within the Fire Department. The incumbent reports that almost 20% of time is spent on reviewing, verifying, entering data and processing accounts payable; 30% of time is spent reviewing collections lists and performing accounts receivable duties; 15% of time is spent opening mail and preparing daily bank deposits; 15% of time is spent on FireMed membership and paramedic billing issues, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] (was previously an Accounting Technician II for FireMed) and is responsible for performing duties in support of procurement, payroll, accounts payable and general cashiering. The incumbent reports that 56% of time is dedicated to purchasing office supplies and related materials, and processing purchases through the software system; 15% of time is spent on preparing and processing department payroll; 8% of time is spent on processing accounts payable and 11% of time is spent on petty cash and cash receipt duties, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] (was previously an Accounting Technician II for the City Treasurer) and is responsible for preparing reports for ambulance billing within the Fire Department. The incumbent report that 85% of time is spent preparing billing reports and 10% of time is spent on customer service and maintaining FireMed memberships, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] and is responsible for acquiring library materials such as print, media and electronic materials; these responsibilities include ordering, receiving, processing and paying for library collection materials. The incumbent reports that 35% of time is dedicated to purchasing related duties such as selecting the vendor, placing the order and creating order records within the automated system; 35% of

time is spent on receiving and preparing materials for cataloging; 15% of time is spent processing invoices and 10% of time is spent creating supply requisitions and maintaining files and records, with the remaining time spent on related duties. This position is assigned to a broad classification used throughout the City in many departments, each of which will also have some unique operational requirements. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] and is responsible for performing financial and purchasing related duties for the Library such as purchasing collection materials, checking in and distributing periodical subscriptions and processing payments. The incumbent reports that 35% of time is dedicated to the subscription check-in and distribution process and receiving and routing these periodicals; 15% of time is spent on purchasing related duties such as selecting the vendor, and placing the order; 15% of time is spent on receiving and preparing materials for cataloging; 15% of time is spent reviewing and processing invoices; 10% of time is spent ordering general supplies, with the remaining time spent on related duties. This position is assigned to a broad classification used throughout the City in many departments, each of which will also have some unique operational requirements. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] and is responsible for the completion and accuracy of the payroll process within the Police Department. The incumbent states that 50% of time is dedicated to auditing payroll entries and posting the correction to the automated system; 30% of time is spent posting exception reports to the automated system and 15% of time is spent training lower level staff on the payroll process, typing and maintaining personnel transactions and requisitions and maintaining records for supervisor evaluations, with the remaining time spent on related duties. The direct supervisor states the individual may be working out of classification due to the complexity of the payroll process, the incumbent's greater role in budget analysis and the lead responsibilities over one full time and two part time positions. The division manager does not agree with all of the employee's statements and emphasizes that the individual is more of a senior lead worker. Given the conflicting statements between the supervisor and the manager, the fact that no budgetary tasks are referenced in the PDQ as a duty statement, the assessment that the lead responsibilities are ancillary to the purpose for which the position exists, and the amount of time the incumbent spends performing journey level payroll review duties, it is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position [REDACTED] and is responsible for performing technical accounting and bookkeeping tasks within the Police Department. The incumbent states that 25% of time is spent auditing expense accounts against budget appropriations, and researching and resolving discrepancies; 25% of time is spent reviewing and approving invoices for payment, posting expenditures to purchase orders and reporting on purchasing activities; 25% of time is spent entering purchasing related information into the automated system and ordering supplies and equipment; 15% of time is spent managing the procurement card program, maintaining those records and reconciling discrepancies and 5% of time is spent on training the Accounting Technician I, with the remaining time spent on related tasks. The direct supervisor states the individual may be working out of classification due to the lead responsibilities in the accounts payable process, the incumbent's greater role in budget analysis and the lead responsibilities over one part time position. The division manager does not agree with all of the supervisor's statements. Given the conflicting statements between the supervisor and the manager, the fact that no budgetary tasks are referenced in the PDQ as a duty statement, the assessment that the lead responsibilities are ancillary to the purpose for which the position exists, and the amount of time the incumbent spends performing journey level transactional related duties, it is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for processing requisitions, accounts payable and receivable, assuring payroll accuracy, processing utility billing and related transactions. The incumbent reports that 40% of time is spent on processing requisitions, verifying fund availability, and processing invoices and progress payments; 10% of time is spent on processing utility billing and payments; 10% is spent preparing the monthly report of Orange County Sanitation District fees; 10% of time is spent ensuring payroll time cards are properly completed; and 10% of time is spent on petty cash and related transactions, with the remaining time spent on related duties. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for processing daily water meter readings and auditing reports to determine unusual consumption patterns within the Utilities Department. The incumbent reports that 10% of time is spent downloading and processing the daily meter readings and associated reports; 60% of time is spent reviewing the reports to identify excessive consumption trends, researching the reasons for such and resolving the issue. The remaining 30% of time is spent on customer service and billing related tasks. Although the work is performed in a more specialized area, it is our assessment that the nature and level of the duties and responsibilities assigned to this

position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for customer accounts, financial record keeping, processing payments, recording payments, balancing registers and verifying that delinquent customers have been notified. The incumbent reports that 25% of time is spent on customer related tasks such as opening, stopping and closing customer accounts for municipal services; 25% of time is spent verifying that all money and receipts for all departments are balanced with an additional 5% on balancing cash registers; 20% of time is spent receiving payments for municipal services; 15% of time is spent ensuring that customers with delinquent accounts are notified and 10% of time is spent researching payment discrepancies. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for customer accounts, financial record keeping, processing payments, recording payments, balancing registers and verifying that delinquent customers have been notified. The incumbent reports that 25% of time is spent on customer related tasks such as opening, stopping and closing customer accounts for municipal services; 10% of time is spent verifying that all money and receipts for all departments are balanced with an additional 5% on balancing cash registers; 20% of time is spent receiving payments for municipal services; 35% of time is spent ensuring that customers with delinquent accounts are notified and 5% of time is spent researching payment discrepancies. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** **Vacant –Previous Incumbent - [REDACTED]**
- **Current Classification:** **Accounting Technician II**
- **Recommended Classification:** **Accounting Technician I**

The incumbent participated in a group PDQ with [REDACTED] and [REDACTED]; they all state they have been in the position for [REDACTED] and that their responsibilities include providing customer service by processing and posting statements, answering phones and greeting customers and completing applications for new or discontinued services. They report that 45% of their time is spent at the front counter providing customer service by taking payments and responding to questions; 35% of time is spent on the telephone taking payments by credit card and researching account information; 10% of time is spent on entering data and 10% of time is spent processing Public Works related payments. Their supervisor states that all positions will be trained in all aspects of cash and cash receipt handling and will be responsible for all vault processes and utilizing the range of technology within the Treasury Department. It is our assessment that the duties and responsibilities

assigned to this position fall within the scope of the entry level Accounting Technician I classification and we recommend the position be re-classified accordingly.

- **Incumbent:** Vacant-Previous Incumbent - [REDACTED]
- **Current Classification:** Accounting Technician II
- **Recommended Classification:** Accounting Technician I

The incumbent participated in a group PDQ with [REDACTED] and [REDACTED]; they all state they have been in the position for [REDACTED] and that their responsibilities include providing customer service by processing and posting statements, answering phones and greeting customers and completing applications for new or discontinued services. They report that 45% of their time is spent at the front counter providing customer service by taking payments and responding to questions; 35% of time is spent on the telephone taking payments by credit card and researching account information; 10% of time is spent on entering data and 10% of time is spent processing Public Works related payments. Their supervisor states that all positions will be trained in all aspects of cash and cash receipt handling and will be responsible for all vault processes and utilizing the range of technology within the Treasury Department. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the entry level Accounting Technician I classification and we recommend the position be re-classified accordingly.

- **Incumbent:** Vacant-Previous Incumbent - [REDACTED]
- **Current Classification:** Accounting Technician II
- **Recommended Classification:** Accounting Technician I

The incumbent participated in a group PDQ with [REDACTED] and [REDACTED]; they all state they have been in the position for [REDACTED] and that their responsibilities include providing customer service by processing and posting statements, answering phones and greeting customers and completing applications for new or discontinued services. They report that 45% of their time is spent at the front counter providing customer service by taking payments and responding to questions; 35% of time is spent on the telephone taking payments by credit card and researching account information; 10% of time is spent on entering data and 10% of time is spent processing Public Works related payments. Their supervisor states that all positions will be trained in all aspects of cash and cash receipt handling and will be responsible for all vault processes and utilizing the range of technology within the Treasury Department. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the entry level Accounting Technician I classification and we recommend the position be re-classified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** Accounting Technician II
- **Recommended Classification:** Accounting Technician II

The incumbent has been in this position for [REDACTED] and is responsible for receiving and auditing accounts receivable and miscellaneous payments, performing collections duties, auditing and reconciling accounts and balancing transactions. The incumbent reports that 30% of time is spent receiving payments and applying them to invoices; 20% of time is spent maintaining account records; 20% of time is spent researching and resolving billing issues; 10% of time is spent collaborating with other departments on payment related issues; 10% of time is spent generating billings with the remaining 10% of time spent on

related transactional tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician II classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Accounting Technician**
- **Recommended Classification:** **Senior Accounting Technician**

The incumbent has been in this position for [REDACTED] and is responsible for leading the work of, and training, three accounts payable staff, researching and troubleshooting payment issues and accounts receivable invoicing. The incumbent reports that 25% of time is spent directing the work of accounts payable staff; 20% of time is spent on processing utility billings and changes; 20% of time is spent processing accounts payable transactions; 15% is spent as the process owner for the JD Edwards accounts payable and receivable modules with the remaining time spent on generating reports and related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Senior Accounting Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Accounting Technician**
- **Recommended Classification:** **Accounting Technician II**

The incumbent has been in this position for [REDACTED] and is responsible for processing funds and monies received by the City and preparing them for deposit, as well as printing all City checks. The incumbent reports that almost 90% of time is spent receiving, processing and balancing funds from departments and parking meters, with the remaining 10% of spent on miscellaneous cash related duties. While the incumbent states that she provides lead supervision over one part time employee, this is not considered to be a significant or complex task. It is our assessment that the duties and responsibilities assigned to this position do not fall within the scope and complexity of work expected of the Senior Accounting Technician classification and re-classification to the Accounting Technician II classification is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Accounting Technician**
- **Recommended Classification:** **Accounting Technician II**

The incumbent had been re-classified [REDACTED] before the completion of the PDQ and is assigned to the Business License Department. The duty statements provided by the incumbent indicate that they pertain to data entry, attending meetings, providing front counter service for business licensing for 5 hours per day, reviewing and verifying licenses, directing the work of licensing staff and providing back up in other functional areas. The incumbent indicates lead direction over three full time and one part time staff members. Given the fact that the incumbent has not provided percentages of time spent on tasks, and with the only guiding factor being that more than 50% of time is spent at the front counter, and the fact that 4 of the 7 remaining tasks are related to data entry or back up for other functions, it is our recommendation that because the duties do not fall within the scope of the Senior Accounting Technician and that the position should be re-classified to an Accounting Technician II.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Accounting Technician**
- **Recommended Classification:** **Administrative Aide**

The incumbent has been in this position for [REDACTED] and is responsible for processing payroll, coordinating background investigations, processing and tracking personnel changes and assisting with the annual budget. The incumbent reports that 23% of time is spent entering and proofing data for the time keeping system and researching and resolving problems; 30% of time is spent coordinating background checks for staff and processing related documentation; 11% of time is spent processing and tracking personnel changes; 10% of time is spent coordinating the scheduling for the contracted services ambulance operator pool; 5% is spent assisting with the annual budget, and the remaining time is spent on related duties. The incumbent exercises lead supervision over a full time Accounting Technician II and two contracted investigators. We consider that the duties and responsibilities assigned to this position are more properly reflected in a different classification. Based upon a review of the City's classification structure, the classification which most closely matches the duties would be the Administrative Aide.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Accounting Technician**
- **Recommended Classification:** **Senior Accounting Technician**

The incumbent has been in this position for [REDACTED] and is assigned to the Accounts Receivable functional area, with responsibility for resolving complex customer service issues. The incumbent reports that 40% of time is spent ensuring that invoices and notices are properly processed, verifying transactions, reconciling accounts and preparing accounts for the collection agency; 37% of time is spent on the resolution of customer service questions; 10% of time is spent updating the policies and procedures manual and training staff on the accounts receivable processes; the remainder of time is spent on generating reports and related transactional processes. The incumbent states that she exercises direct supervision over one full time employee. It is our assessment that, due to the complexity of the customer service related accounting tasks, rather than the fact that the incumbent has direct supervisory responsibilities [which we consider to be ancillary in nature], the duties and responsibilities assigned to this position fall within the scope of the Senior Accounting Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Accounting Technician Supervisor**
- **Recommended Classification:** **Accounting Technician Supervisor**

The incumbent has been in this position for [REDACTED] and is assigned to the central cashiering and municipal billing functions. The incumbent reports that 25% of time is spent on direct supervisory duties of staff responsible for cashiering and account maintenance; 23% of time is spent dealing with customer interactions; 24% of time is spent balancing, posting and processing batches; 25% of time is spent reviewing delinquent accounts and approving payment plans and terms; the remaining time is spent on direct supervisory duties such as documenting performance issues and preparing staff evaluations. The incumbent states she is a direct supervisor over 5 full time employees and 3 part time employees. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Accounting Technician Supervisor classification and no change is recommended.

BUILDING AND SAFETY FAMILY

This job family comprises three levels as follows:

- Building Inspector I – This is the entry level into the series and requires a High School equivalency and 5 years of experience. There are no certification requirements at this level.
- Building Inspector II – This is the journey level into the series and requires a High School equivalency and 5 years of experience including one year of experience as a Combination Inspector. The certification requirements for this level are as Building and Combination Dwelling Inspector, as a Building, Plumbing and Mechanical Inspector, or other approved combination certifications.
- Building Inspector III– This is the advanced journey level into the series and requires a High School equivalency and 5 years of experience including 3 years performing Combination Inspections. The certification requirements for this level are as a Building, Plumbing, Electrical and Mechanical Inspector.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector I**
- **Recommended Classification:** **Building Inspector I**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Plumbing inspection certification necessary to qualify for the Building Inspector II level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector II**
- **Recommended Classification:** **Building Inspector II**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Combination and Building inspection certifications necessary to qualify for the Building Inspector II level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector II**
- **Recommended Classification:** **Building Inspector II**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the employee holds the required certification for the Building Inspector II classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector II**
- **Recommended Classification:** **Building Inspector II**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Building, Mechanical and Plumbing inspections certifications necessary to qualify for the Building Inspector II level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector II**
- **Recommended Classification:** **Building Inspector II**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II, and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has the Combination and Dwelling inspection certifications necessary to qualify for the Building Inspector II level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector II**
- **Recommended Classification:** **Building Inspector III**

The incumbent has been in this position for [REDACTED] and is responsible for inspections and certificate of occupancy. The incumbent reports that 30% of time is spent inspecting structural, plumbing, mechanical and electrical installations and code interpretation; 30% of

time is spent performing certificate of occupancy inspection; and the remainder of time is spent on related tasks. Based on the PDQ the incumbent has attained the Building, Mechanical, Electrical and Plumbing inspections certifications. The incumbent has attained the certifications, and meets the 3 year combination inspection requirement to progress to the III level; and the City confirms that the employee was promoted to the Building Inspector III classification during the course of his study.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector III**
- **Recommended Classification:** **Building Inspector III**

The PDQ submitted by the incumbent is the same as that submitted by other Building Inspector I, II and III staff. The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 59% of time is spent inspecting commercial, industrial and residential structures; 12.5% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations; and the remainder of time is spent on related tasks. The City has confirmed that the employee has attained the certifications necessary to qualify for the Building Inspector III level and for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector III**
- **Recommended Classification:** **Building Inspector III**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 55% of time is spent inspecting commercial, industrial and residential structures; 12% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations. The City has confirmed that the incumbent has attained the Building, Plumbing, Mechanical and Electrical inspections certifications necessary to qualify for the Building Inspector III level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Building Inspector III**
- **Recommended Classification:** **Building Inspector III**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of commercial, industrial and residential structures. The incumbent reports that 55% of time is spent inspecting commercial, industrial and residential structures; 12% of time is spent answering phones and returning phone calls to schedule inspection times; 13% of time is spent traveling to inspection locations. The City has confirmed that the incumbent has attained the Building, Plumbing, Mechanical and Electrical inspections certifications necessary to qualify for the Building Inspector III level; for that reason, no change is recommended.

CITY CLERK FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Deputy City Clerk**
- **Recommended Classification:** **Senior Deputy City Clerk**

The incumbent has been in this position for [REDACTED] and is responsible for attending City Council and Redevelopment meetings and recording meeting minutes. The incumbent reports that 30% of time is spent on writing, editing, proofreading and submitting meeting minutes in final form; 20% of time is spent on budgeting and purchasing for the department; 15% of time is spent attending City Council and redevelopment agency meetings; 10% of time is spent on records management and requests for public records; and the remainder of time is spent on related tasks. Based upon the City's concept that the Senior Deputy City Clerk is the journey level of the series, it is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Senior Deputy City Clerk classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Deputy City Clerk**
- **Recommended Classification:** **Senior Deputy City Clerk**

The incumbent has been in this position for [REDACTED] and is responsible for attending City Council and Redevelopment meetings and recording meeting minutes. The incumbent reports that 20% of time is spent organizing staff reports and interacting with departments to coordinate agenda items; 30% of time is spent attending City Council and Redevelopment Agency meetings; 10% of time is spent attending agenda review meetings; 10% of time is spent at the front counter and on telephone related customer service; 10% of time is spent providing work direction to volunteer and temporary part-time staff; 10% of time is spent administering oaths, codifying ordinances and election procedures; and the remaining time is spent on related duties. Although the City Clerk signed the PDQ, during a phone conversation with the consultant, the City Clerk indicated the duties listed in the PDQ were not an accurate reflection of the duties performed. According to the City Clerk the incumbent's responsibilities are codification of ordinances and typing travel requests and memos. Despite the conflicting statements, the recommended classification is based on information provided in the PDQ which was also signed by the City Clerk and must therefore stand unless the City provides documentation to the contrary. Based upon the City's concept that the Senior Deputy City Clerk is the journey level of the series, it is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Senior Deputy City Clerk classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Acting Senior Deputy City Clerk**
- **Recommended Classification:** **Senior Deputy City Clerk**

The incumbent has been in this position for [REDACTED] and is responsible for analyzing and proof reading staff reports for City Council. The incumbent reports that 30% of time is spent on agenda preparation; 40% of time is spent on follow-up on agenda items and processing legal documents; 10% of time is spent on records management and the remaining time is spent on related duties. Based upon the City's concept that the Senior Deputy City Clerk is the journey level of the series, it is our assessment that the duties and responsibilities

assigned to this position fall within the scope of the Senior Deputy City Clerk classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Deputy City Clerk**
- **Recommended Classification:** **Records Coordinator**

The incumbent has been in this position for [REDACTED] and is responsible for administration of the City Clerk's office Electronic Document Management system. The incumbent reports that 60% of time is spent on records management including EDMS development; 25% of time is spent on researching and retrieving formal response to legal discovery and public records requests; and the remainder of time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall do not within the scope of work expected of the Senior Deputy City Clerk classification and re-classification to the Records Coordinator classification is recommended.

CIVIL ENGINEERING FAMILY

In general, there were no significant issues with the classifications in this group; it appears that the City assigns the Civil Engineering Assistant, Associate Civil Engineer and Principal Civil Engineer positions to one of the three following areas (i) capital improvement, (ii) land development and (iii) water system/quality functional areas; one Principal Engineer is over a more specialized environmental review and permitting function. Using these broad classifications permits more flexibility for the both the City and the employee in assignments and provide opportunities for developing skill sets in multiple engineering areas.

It is noted that the minimum qualifications for some classifications may appear to be inconsistent in terms of career advancement, specifically those differences between the Engineering Aide and the Engineering Technician, mainly with respect to the desire for the Associate's Degree at the Engineering Aide level, no requirement for an Associate's Degree at the Technician level and the requirement for an Associate's Degree at the Civil Engineering Assistant level. Further, the requirement for only an Associate's Degree at the Civil Engineering Assistant level with the next higher class requiring a Bachelor's Degree and professional licensure is a little different than the typical Assistant/Associate structure wherein both are degreed levels; however this difference may be mitigated by the requirement for an Engineering in Training or Land Surveyor in Training certification.

- **Engineering Aide** – The minimum qualifications for this classification are High School with 3 years of experience in CADD operation; an Associate's Degree is preferred.
- **Engineering Technician (26.5% higher than Engineering Aide)** - The minimum qualifications for this classification are college level courses and 2 years of design or construction experience.
- **Civil Engineering Assistant (8% higher than Engineering Technician)** – The minimum qualifications for this classification are an Associate's Degree and 5 years of design or construction experience and possession of an Engineer in Training or Land Surveyor I Training Certificate.
- **Associate Civil Engineer (18.5% higher than Civil Engineering Assistant)** - The minimum qualifications for this classification are a Bachelor's Degree and 5 years of experience and professional engineering licensure.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Engineering Technician**
- **Recommended Classification:** **Engineering Technician**

The incumbent has been in this position for [REDACTED] and is responsible supporting the contracts administration function for many years. The incumbent reports that 50% of time is spent on contract related tasks such as preparation of documents (certificate of insurance; project bonds, contractors signatures on original construction contracts, memos); 15% of time is spent scheduling construction meetings; 15% of time is spent on inspecting job sites, and taking measurements, photos and field documentation; 10% of time is spent obtaining contractor and internal staff signatures; and the remaining time is spent on related tasks. This position is assigned to a broad classification used in a number of different functional areas. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Engineering Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Engineering Technician**
- **Recommended Classification:** **Engineering Technician**

The incumbent has been in this position for [REDACTED] and is responsible for issuing encroachment permits for construction in the right of way; to accomplish this, the position reviews plans, field constructions and construction details to ensure compliance with Public Works and APWA standards. The incumbent reports that 16% of time is spent reviewing permit requests; performing plan check duties and calculating fees; 14% of time is spent assisting the public in the permit process; 5% of time is spent conducting a plan review and interpreting regulations for developers; 5% of time is spent reviewing dock permits; 7% of time is spent reviewing building applications with impact on public works; 18% of time is spent on design improvement for capital projects with a further 18% spent on the permit system database for such projects, 10% of time is spent on general plan check logging and review; and the remainder of time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Engineering Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Engineering Technician**
- **Recommended Classification:** **Engineering Technician**

The incumbent as been in this position for [REDACTED] and is responsible for implementing the new Document Imaging System for the Public Works Department. The incumbent reports that 70% of time is dedicated to the Document Imaging Project – he has created software specifications and evaluated vendors; researched and recommended hardware and software; developed system testing and operating policies for evaluating software; and has coordinated and evaluated work of vendors and contractors as well as their hardware and software; 20% of time is spent generating construction drawings, designing and preparing construction drawings; 5% of time is spent on database development for permitting, CIP and NPDES; and 5% of time is spent on grant reimbursements. The Document Imaging Project given to the incumbent over the last year and is his primary objective; he does a lot of programming and wrote the Public Works business requirements for the program including acceptance criteria; does all hardware and software evaluation and custom programming; the Information Technology Department heads the project but he

is the department coordinator. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Engineering Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Engineering Technician**
- **Recommended Classification:** **Engineering Technician**

The incumbent has been in this position for [REDACTED] and has responsibility for issuing public works related permits. The incumbent reports that 35% of time is spent reviewing permit requests and performing plan check duties; 20% of time is spent checking plans, reviewing and issuing permits to utility companies; 10% of time is spent checking plans, reviewing and issuing harbor permits; 10% of time is spent reviewing and approving applications for the Truck Overload Program; 15% of time is spent researching and resolving issues that arise during the development permit process and the remainder of time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Engineering Technician classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Civil Engineering Assistant**
- **Recommended Classification:** **Civil Engineering Assistant**

The incumbent has been with the City for [REDACTED] and is responsible for working on capital project design and construction tasks. The incumbent reports that 55% of time is spent generating preliminary to final construction plans including drafting, construction notes, details, design and layouts; these plans are used to base construction costs; 10% of time is spent conducting field survey work; 10% of time is spent determining quantities of material needed for construction jobs; 10% of time is spent researching maps for knowledge of previous design in areas and 5% of time is spent on pavement management and stormwater projects. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Civil Engineering Assistant classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Civil Engineering Assistant**
- **Recommended Classification:** **Civil Engineering Assistant**

The incumbent has been in this position for [REDACTED] and is responsible for reviewing and processing plan checks for private development projects for the construction of water facility improvements including writing conditions of approval and code requirements. She also performs hydraulic water analyses to ensure any proposed development meets City design requirements and parameters, and operates the City's hydraulic water model to ensure the City's existing water distribution system supports the demand of the proposed development. The incumbent reports that 40% of time is spent on plan checking engineering plans and reports for private development to ensure proper water system design with an additional 4% of time dedicated to plan checking grading plans and reviewing soil engineering reports; 30% of time is spent reviewing conditions of approval and code development requirements for water improvements for private development; 10% of time is spent reviewing hydraulic water analyses reports; 5% of time is spent addressing public and developer concerns on projects with an additional 5% of time spent on attending development meetings with engineers and developers; the remaining time is spent on related tasks. It is our assessment

that the duties and responsibilities assigned to this position fall within the scope of the Civil Engineering Assistant classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Civil Engineering Assistant**
- **Recommended Classification:** **Civil Engineering Assistant**

The incumbent has been in this position for [REDACTED] and is responsible for creating engineering plans, specifications and cost estimates, and preparing grant applications for capital improvement projects. The incumbent reports that 40% of time is spent designing technical construction civil engineering plans, modifying City plans and drawings and preparing project specifications; 30% of time is spent completing and submitting documentation to funding agencies for construction design and specifications, preparing grant applications and completing and submitting documentation for Measure M funding on an annual basis; 5% of time is spent completing and submitting the City's annual DBE goals; 5% of time is spent preparing documentation for City Council approval; 5% of time is spent presenting scheduled bid opening results; 5% of time is spent on analyzing project costs and 5% of time is spent building the City's Integrated Infrastructure Management Program document that identifies capital improvement needs; the remaining time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Civil Engineering Assistant classification and no change is recommended.

CONSTRUCTION SERVICES FAMILY

This job family comprises three levels as follows:

- **Construction Inspector I** – This is the entry level into the series and requires a High School equivalency and 2 years of experience. There are no certification requirements at this level.
- **Construction Inspector II** – This is the journey level into the series and requires an additional supplemental course work and 3 years of experience. The certification requirements are that an incumbent attains one of the following – Public Works Inspector Certificate, Public Works Certification or equivalent, ICC Certificate or equivalent as a special inspector [concrete or structural masonry inspector], Electrical Power Inspector, or State of California Grade II or III Water Distribution Certificate.
- **Senior Construction Inspector** – This is the advanced journey level into the series and requires an Associate's Degree and 5 years experience, as well as 2 certifications as described above for the journey level.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Construction Inspector II**
- **Recommended Classification:** **Construction Inspector II**

The incumbent has been in this position for [REDACTED] and is responsible for water facilities inspections. The incumbent reports that 55% of time is spent on construction inspection of new water facilities; 25% of time is spent on inspection of reconstruction water facilities; and the remaining time is spent on related tasks. The City confirms that the incumbent has

attained the Public Works Water Treatment Grade II and Water Distribution Grade III certifications and inspections certifications necessary to qualify for the Construction Inspector II level; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Construction Inspector II**
- **Recommended Classification:** **Construction Inspector II**

The incumbent has been in this position for [REDACTED] and is responsible for water facilities inspections. The incumbent reports that 30% of time is spent on inspection of new water facilities; 15% of time is spent on disinfecting and testing newly constructed or repaired water systems; 15% of time is spent on hydrostatics testing; 15% of time is spent enforcing NPDES requirements; 10% of time is spent on sample record keeping; 10% of time is spent on pipeline disinfection; and the remainder of time is spent on related tasks. The City has confirmed that the employee has attained the certifications necessary to qualify for the Construction Inspector II classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Construction Inspector II**
- **Recommended Classification:** **Construction Inspector II**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of construction projects. The incumbent reports that 45% of time is spent on construction inspection and documentation of installation in public right of way; 45% of time is spent on construction inspection and documentation of capital and developer projects; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Water Distribution II and electrical certifications necessary to qualify for the Construction Inspector II classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Construction Inspector**
- **Recommended Classification:** **Senior Construction Inspector**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of complex construction projects. The incumbent reports that 25% of time is spent inspecting capital improvement projects; 25% of time is spent inspecting development projects; 25% of time is spent on inspection and encroachment permits; 10% of time is spent documenting work performed, maintaining databases and responding to citizens; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Public Works and Water Distribution certifications necessary to qualify for the Senior Construction Inspector classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Construction Inspector**
- **Recommended Classification:** **Senior Construction Inspector**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of complex construction projects. The incumbent reports that 25% of time is spent inspecting capital improvement projects; 25% of time is spent inspecting development projects; 25% of time is spent on inspection and encroachment permits; 10% of time is spent documenting work performed, maintaining databases and responding to citizens; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the

Public Works and Water Distribution certifications necessary to qualify for the Senior Construction Inspector classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** *Senior Construction Inspector*
- **Recommended Classification:** *Senior Construction Inspector*

The incumbent has been in this position for [REDACTED] and is responsible for inspection of complex construction projects. The incumbent reports that 30% of time is spent on capital improvement projects or cash contract inspection and project management support; 20% of time is spent on encroachment permits and monitoring inspection of construction projects; 20% of time is spent on harbor permit program monitoring and NPDES monitoring; 10% of time is spent on traffic control inspections; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has reinforced structural concrete and masonry and Water Distribution Grade II certifications necessary to qualify for the Senior Construction Inspector classification; for that reason, no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** *Senior Construction Inspector*
- **Recommended Classification:** *Senior Construction Inspector*

The incumbent has been in this position for [REDACTED] and is responsible for inspection of complex construction projects. The incumbent reports that 75% of time is spent inspecting capital improvement projects, development projects and encroachment permits; 10% of time is spent documenting work performed, maintaining databases and responding to citizens; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the certification necessary to qualify for the Senior Construction Inspector classification; for that reason, no change is recommended.

CLERICAL FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** *Legal Secretary*
- **Recommended Classification:** *Legal Assistant*

The incumbent has been in this position for [REDACTED] and is responsible for a wide variety of confidential, complex, and specialized administrative support duties for the City Attorney's Office. The incumbent reports 50% of time is spent preparing and transcribing legal documents, 40% of time is spent performing confidential secretarial support for attorneys, with the remainder of time spent on related tasks. The supervisor's statements indicate that the employee works with highly confidential information and performs work of paraprofessional nature. It is our assessment that the duties and responsibilities assigned to this position do not fall within the scope of work expected of the Legal Secretary classification and re-classification to the Legal Assistant classification is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Legal Secretary**
- **Recommended Classification:** **Legal Assistant**

The incumbent has been in this position for [REDACTED] and is responsible assisting attorneys in the preparation and coordination in all stages of legal work. The incumbent reports that 30% of time is spent preparing legal documents; 25% of time is spent performing confidential clerical support which includes court appointments, composing correspondence, and scheduling and meetings; 15% of time is spent co-leading teams in developing new case management software; 10% of time is spent reviewing all certificates of insurance for companies and individuals doing business in the City, with the remainder of time spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position do not fall within the scope of work expected of the Legal Secretary classification and re-classification to the Legal Assistant classification is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Legal Secretary**
- **Recommended Classification:** **Legal Assistant**

The incumbent has been in this position for [REDACTED] and is responsible assisting attorneys in the preparation and coordination in all stages of legal work. The incumbent reports that 50% of time is spent preparing and transcribing a variety of legal documents; 15% of time is spent performing confidential secretarial duties for the assigned attorney which includes maintaining calendars, preparing documents, assembling reports and composing correspondence; 10% of time is spent gathering, typing, copying and distributing materials, preparing documents for court filing and transcribing notices; 20% of time is spent assisting in the implementation of new case management software (ProLaw), with the remainder of time spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position do not fall within the scope of work expected of the Legal Secretary classification and re-classification to the Legal Assistant classification is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Legal Secretary**
- **Recommended Classification:** **Legal Assistant**

The incumbent has been in this position for [REDACTED] and is responsible handling all advisory issues which include agreements, contracts, resolutions and ordinances. The incumbent reports that majority of time is spent on preparing legal documentation, performing advisory duties and assisting the assigned attorney in the preparation and coordination of all stages of legal work; pleadings are a minimal part of the incumbent's job. It is our assessment that the duties and responsibilities assigned to this position do not fall within the scope of work expected of the Legal Secretary classification and re-classification to the Legal Assistant classification is recommended.

COMMUNITY SERVICES FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Human Services Program Supervisor**
- **Recommended Classification:** **Human Services Program Supervisor**

The incumbent has been in this position for [REDACTED] and is responsible, through direct supervision of staff, for managing a self sufficiency program. The incumbent reports 22% of time is spent on implementation and coordination of the human service project (PS-S) as well as work with the PS-S foundation; 20% of time is spent preparing administrative technical reports and summaries; 17% of time is spent representing PS-S on Community and County social services committees; 16% of time is spent interviewing clients and assessing program client eligibility and needs; 10% of time is spent determining program benefits awarded to client, with the remainder of time spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Human Services Program Supervisor classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Human Services Program Supervisor**
- **Recommended Classification:** **Human Services Program Supervisor**

The incumbent has been in this position for [REDACTED] and is responsible, through direct supervision of staff, for ensuring the delivery of direct and indirect services to the senior population of Huntington Beach; these services are provided in two senior center locations with services that include senior recreation activities, outreach, home meals, case management and transportation. The incumbent reports that 25% of time is spent meeting with and supervising the work of staff; 20% of time is spent with seniors and coordinators to ensure quality programs; 15% of time is spent with social worker staff responsible for case management of elderly and frail citizens; 10% of time is spent planning activities; 10% of time is spent monitoring the senior transportation program; 14% of time is spent coordinating services with external agencies and fund raising, with the remaining time spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Human Services Program Supervisor classification and no change is recommended.

ENVIRONMENTAL FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Administrative Environmental Specialist**
- **Recommended Classification:** **Administrative Environmental Specialist**

The incumbent has been in this position for [REDACTED] and is responsible for ensuring compliance with State and Federal regulations governing the storm water pollution prevention and sewer systems overflow prevention programs. The incumbent reports that 25% of time is spent conducting inspections on industrial, commercial and construction sites; 20% of time is spent on database management; 10% of time is spent on public education which includes developing and distributing public education materials; 10% of time is spent on source investigations which includes identifying and investigating sources of pollution; the remainder of time is spent on related tasks. It is our assessment that the duties

and responsibilities assigned to this position fall within the scope of the Administrative Environmental Specialist classification and no change is recommended.

FIRE OPERATIONS FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Fire Safety Program Specialist**
- **Recommended Classification:** **Fire Safety Program Specialist**

The incumbent has been in this position for [REDACTED] and is responsible for reviewing and approving site plans submitted for special events and then inspecting those sites prior to issuing a permit; such events are local, national and international in nature with a significant impact on the City's operations and revenues. The incumbent reports that 35% of time is spent on reviewing, inspecting and approving site plans for specific events; 15% of time is spent developing and implementing fire safety education and information programs for schools and community groups; 15% of time is spent coordinating the department's participation in events; 15% of time is spent recruiting and training volunteers involved in the City's Senior Home Inspection Program and 10% serving as the Public Information Officer for the department as required. The remainder of time is spent performing related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Fire Safety Program Specialist classification and no change is recommended.

INFORMATION SYSTEMS FAMILY

- **Information Systems Analyst I/II/III/IV/Senior** - In general, there were no significant issues with this series and no structural changes were recommended although some individual allocations were changed.
- **GIS Analyst** – Based on the growth of this functional area, and the differing levels and bodies of work that exist within the functional area, we recommend that the creation of a GIS Analyst I (entry), GIS Analyst II (journey), and Senior GIS Analyst (advanced journey) – all current positions are allocated to the GIS Analyst II level.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst I**
- **Recommended Classification:** **Information Systems Analyst I**

The incumbent has been in this position for [REDACTED] and is responsible for serving as a backup to higher level analysts for multiple software systems, writing reports and documentation; troubleshooting application issues; and programming and testing in house developed applications and tools. The incumbent reports that 35% of time is spent on programming tasks that include receiving requirements; creating design documents; implementing and writing code; testing for bugs; writing installation procedures and other documentation; releasing application and making future updates; 20% of time is spent on report writing tasks that include receiving specifications, identifying data sources, creating and coding the report; 20% of time is spent on systems analysis related duties such as

creating reports, researching problems, troubleshooting and debugging and working with the vendor on software problems; 10% of time is spent on system maintenance tasks that include restoring the testing and development environment; applying updates to software and creating scripts for batch data changes; 10% of time is spent serving as a member on assigned project teams; 5% of time is spent on user support such as installing software, retrieving passwords and changing file permissions; and the remainder of time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst I classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst I**
- **Recommended Classification:** **Information Systems Analyst II**

The incumbent has been in this position for [REDACTED] and the primary duties and responsibilities are related to Microsoft Suite training. The incumbent reports that 30% of time is spent on creating the curriculum and facilitating training for all City employees on MS Word, Outlook, PowerPoint and Excel; 25% of time is spent on supporting and overseeing the implementation of Pro-Law which is a third party software program for the City Attorney's office; 20% of time is spent on user support tasks such as troubleshooting and resolving applications problems; 10% of time is spent upgrading MS Office to the 2003 version for all users; 10% of time is spent on Access in-house database support, maintenance, modification and administration (there are about 30 variations of databases) with the remaining 5% of time spent on Adobe Acrobat and Blackberry device support. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst II classification and we recommend the position be re-classified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst I**
- **Recommended Classification:** **Information Systems Analyst II**

The incumbent has been in this position for [REDACTED] and is responsible for supporting and maintaining all of the Fire Department's database systems and applications, and for implementing projects related to these systems; supported applications include Firehouse, a back end system which has a relational database and which is used for tracking inspections and their oil well systems; Telestaff which tracks all staffing and calls out when staff are needed, and WebStaff which is web based with similar functionality. The incumbent reports that 30% of time is spent on system support for Access, SQL, and CADRMS; 30% of time has been spent on projects such as upgrading the Firehouse system, Telestaff and Webstaff; 15% of time is spent on software design, development and implementation, with an additional 5% of time spent on testing and 5% of time for documentation; and 15% of time is spent on user training and support. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst II classification and we recommend the position be re-classified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst II**
- **Recommended Classification:** **Information Systems Analyst III**

The incumbent has been in this position for [REDACTED] and is responsible for developing and implementing new applications; performing system administration tasks such as database security management, database disaster recovery, systems troubleshooting, application security, report creation and implementing system upgrades. The incumbent is currently assigned to the Library project as the primary support and implementation analyst – this program tracks all library materials. The incumbent is also the Application Owner for RecWare, an on-line module for class registration, and is the back up for the JD Edwards system (finance, utility system, water billing system). In total, the incumbent supports about 15 applications. The incumbent reports that 25% of time is spent troubleshooting and resolving system problems at the application, hardware and network levels; 20% of time is spent analyzing department requests for evaluation of user needs for technology solutions; 15% of time is spent on systems maintenance, upgrades and updates; 10% of time is spent on systems security administration such as defining and implementing access controls; 10% of time is spent on systems recoverability such as creating testing backup procedures; 10% of time is spent creating reports; 5% of time is spent verifying data integrity; and 5% of time is spent monitoring systems hardware and network performance. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst III classification and we recommend the position be re-classified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst III**
- **Recommended Classification:** **Information Systems Analyst II**

The incumbent has been in this position for [REDACTED] and provides support to the CityView, In/Out Board, Citrix and the Property Tax Applications. The incumbent reports that 50% of time is dedicated to user support such as troubleshooting applications and printer problems, providing logins, access to database, and changing passwords; 10% of time is spent ensuring that Building Inspector laptops are working properly and replicating information overnight to make sure they have a refreshed copy of the database; 10% of time is spent on project work; 10% of time is spent on report generation; 10% of time is spent on system update and 10% of time is spent on installing applications. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst II classification and we recommend the position be re-classified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst IV**
- **Recommended Classification:** **Information Systems Analyst IV**

The incumbent has been in this position for [REDACTED] and serves as the City's Webmaster with responsibility for serving as the City's technical expert in planning, developing, implementing, maintaining and managing the City's internet and intranet sites. The incumbent reports that 45% of time is spent developing web applications for the City's web-site – these applications can be very complex and highly interactive; 20% of time is spent maintaining and developing the web content for the internet and intranet with an additional 5% of time working with web content publishers; 10% of time is dedicated to training and

managing the work of interns; 10% of time is spent researching best practices on web management for application to the City's sites; 5% of time is spent gathering project requirements and scoping web projects; and 5% of time is spent on developing layout and architecture. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst IV classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst IV**
- **Recommended Classification:** **Information Systems Analyst IV**

The incumbent has been in this position for [REDACTED] and is responsible for the mission critical systems and networks within the Police Department – these systems include emergency dispatch, specialized applications and telecom services. The incumbent reports that 30% of time is spent troubleshooting and resolving systems problems related to CAD, Records Management, Message Switch, Wireless/Mobile broadband, Jail Management, Access Control, interface with CLETS, ELETE and other state or national systems; 20% of time is spent on programming and custom report generation with an additional 10% of time spent on new system development; 20% of time is spent on system development, planning acquisition and implementation; 10% of time is spent on system administration, network security and interface with external systems with an additional 5% of time spent on network infrastructure support; and 5% of time is spent on data conversion, migration and system interfaces. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst IV classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Information Systems Analyst IV**
- **Recommended Classification:** **Information Systems Analyst IV**

The incumbent as been in this position for [REDACTED] and is responsible for the systems and networks within the Police Department; these systems include emergency dispatch, specialized applications and telecom services. The incumbent reports that 40% of time is spent troubleshooting and resolving systems problems related to CAD, Records Management, Message Switch, Wireless/Mobile broadband, Jail Management, Access Control, interface with CLETS, ELETE and other state or national systems; 15% of time is spent on network support and maintenance, and overseeing upgrades; 10% of time is spent on e-mail administration; 10% of time is spent on developing plans for capacity planning and systems recovery; 10% of time is spent on user support; 5% of time is spent researching new applications and upgrading existing applications; 5% of time is spent on report and development and 5% of time is spent assisting in evaluating project requests. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Information Systems Analyst IV classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **GIS Analyst**
- **Recommended Classification:** **GIS Analyst II**

The incumbent, who has been in this position for [REDACTED], completed a PDQ in conjunction with [REDACTED] and is responsible for designing, constructing, developing, implementing, maintaining and ensuring the integrity and accuracy

of digital map layers and database schemas for the City's Geographic Information Systems. They report that 20% of time is spent designing and constructing approximately 300 digital map layers comprising 500,000 databases for the City's GIS activities; 15% of time is spent maintaining and updating GIS datasets using GIS, field survey data and digital CAD submittals from a variety of sources such as engineering plans and specifications, and planning and zoning files; 25% of time is spent on client and system support for GIS applications and services including the procurement of new systems; 10% of time is spent analyzing spatial and tabular information to solve complex problems; 10% of time is spent developing methodologies for the analysis and manipulation of GIS data; 10% of time is spent deploying and supporting all GIS applications and databases; and 10% of time is spent GIS on documentation and inventory. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of a journey level GIS analytical classification and we recommend allocation into the new GIS Analyst II classification.

- **Incumbent:** [REDACTED]
- **Current Classification:** **GIS Analyst**
- **Recommended Classification:** **GIS Analyst II**

The incumbent, who has been in this position for [REDACTED], completed a PDQ in conjunction with [REDACTED] and is responsible for designing, constructing, developing, implementing, maintaining and ensuring the integrity and accuracy of digital map layers and database schemas for the City's Geographic Information Systems. They report that 20% of time is spent designing and constructing approximately 300 digital map layers comprising 500,000 databases for the City's GIS activities; 15% of time is spent maintaining and updating GIS datasets using GIS, field survey data and digital CAD submittals from a variety of sources such as engineering plans and specifications, and planning and zoning files; 25% of time is spent on client and system support for GIS applications and services including the procurement of new systems; 10% of time is spent analyzing spatial and tabular information to solve complex problems; 10% of time is spent developing methodologies for the analysis and manipulation of GIS data; 10% of time is spent deploying and supporting all GIS applications and databases; and 10% of time is spent GIS on documentation and inventory. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of a journey level GIS analytical classification and we recommend allocation into the new GIS Analyst II classification.

- **Incumbent:** [REDACTED]
- **Current Classification:** **GIS Analyst**
- **Recommended Classification:** **GIS Analyst II**

The incumbent, who has been in this position for [REDACTED], completed a PDQ in conjunction with [REDACTED] and is responsible for designing, constructing, developing, implementing, maintaining and ensuring the integrity and accuracy of digital map layers and database schemas for the City's Geographic Information Systems. They report that 20% of time is spent designing and constructing approximately 300 digital map layers comprising 500,000 databases for the City's GIS activities; 15% of time is spent maintaining and updating GIS datasets using GIS, field survey data and digital CAD submittals from a variety of sources such as engineering plans and specifications, and planning and zoning files; 25% of time is spent on client and system support for GIS applications and services including the procurement of new systems; 10% of time is spent analyzing spatial and tabular information to solve complex problems; 10% of time is spent

developing methodologies for the analysis and manipulation of GIS data; 10% of time is spent deploying and supporting all GIS applications and databases; and 10% of time is spent GIS on documentation and inventory. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of a journey level GIS analytical classification and we recommend allocation into the new GIS Analyst II classification

LIBRARY SERVICES FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Librarian**
- **Recommended Classification:** **Librarian**

The incumbent has been in this position for [REDACTED] and is responsible for staffing the reference desk within the Central Library, with a branch library assignment where she is also responsible for directing and participating in circulation activities, training volunteers and implementing children's programs. The incumbent reports that 30% of time is spent staffing the reference desk; 40% of time is spent developing the collection and de-selecting materials from the collection; 15% of time is spent implementing children's programs; 5% of time is spent training volunteers and the remaining 10% is spent on miscellaneous patron computer support and branch displays. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Librarian**
- **Recommended Classification:** **Librarian**

The incumbent participated in a group PDQ with [REDACTED] two incumbents have been in the position for [REDACTED] and 1 incumbent has been in the position for [REDACTED]. They have responsibility for staffing the reference desk within the Central Library. They report that 50% of time is spent staffing the reference desk; 25% of time is spent developing the collection and de-selecting materials from the collection; 10% of time is spent instructing patrons on the use of library technology and systems; 5% of time is spent providing lead direction to paging staff; 5% of time is spent on developing displays and the remaining time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Librarian**
- **Recommended Classification:** **Librarian**

The incumbent participated in a group PDQ with [REDACTED] two incumbents have been in the position for [REDACTED] and 1 incumbent has been in the position for [REDACTED]. They have responsibility for staffing the reference desk within the Central Library. They report that 50% of time is spent staffing the reference desk; 25% of time is spent developing the collection and de-selecting materials from the collection; 10% of time is spent instructing patrons on the use of library technology and systems; 5% of time is spent providing lead direction to paging staff; 5% of time is spent on developing displays and the remaining time is spent on related tasks. It is our assessment that the duties and

responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** Librarian
- **Recommended Classification:** Librarian

The incumbent participated in a group PDQ with [REDACTED]; two incumbents have been in the position for [REDACTED] and 1 incumbent has been in the position for [REDACTED]. They have responsibility for staffing the reference desk within the Central Library. They report that 50% of time is spent staffing the reference desk; 25% of time is spent developing the collection and de-selecting materials from the collection; 10% of time is spent instructing patrons on the use of library technology and systems; 5% of time is spent providing lead direction to paging staff; 5% of time is spent on developing displays and the remaining time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** Librarian
- **Recommended Classification:** Librarian

The incumbent has been in this position for [REDACTED] and is responsible for staffing the children's information desk within the Central Library. The incumbent reports that 33% of time is spent supervising pages; however these are part-time temporary staff and there appears to be some disagreement on the nature of this supervision, and whether it is unique to this position; further it is not the primary purpose of the classification. 33% of time is spent planning and conducting children's story-time sessions; and 33% of time is spent staffing the children's information desk, with the remaining time spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** Librarian
- **Recommended Classification:** Librarian

The incumbent has been in this position for [REDACTED] and is responsible for staffing the children's information desk within the Central Library. The incumbent reports that 50% of time is spent assisting patrons at the information desk; 20% of time is spent planning and conducting children's story-time sessions; 15% of time is spent ordering new books; 7% of time is spent preparing materials to promote children's library events; and the remaining time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** Librarian
- **Recommended Classification:** Librarian

The incumbent has been in this position for [REDACTED] and is responsible for staffing the reference and children's information desk within the Central Library, with a branch library

assignment where she is also responsible for implementing children's programs. The incumbent reports that 40% of time is spent staffing the reference desk; 20% of time is spent developing and implementing children's programs at an assigned branch; 20% of time is spent on writing grant proposals for the children's department; 10% of time is spent ordering and de-selecting collection materials and the remaining time is spent on related tasks. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Librarian classification and no change is recommended.

POLICE OPERATIONS FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **Criminalist**
- **Recommended Classification:** **Senior Criminalist**

The incumbent has been in this position for [REDACTED] and is responsible for providing scientific expertise to the police department on forensic evidence related matters. The incumbent reports that 60% of time is dedicated to the collection and forensic analysis of dangerous drugs and narcotics, with other types of analyses conducted as requested; 20% of time is spent on administrative tasks such as monitoring inventory and ordering supplies, and correspondence; 10% of time is dedicated to laboratory work such as serving as the Safety Officer and troubleshooting/calibrating equipment; 10% of time is spent training and assisting department staff on evidence collection and analysis. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the Senior Criminalist classification, and we recommend that the incumbent be reclassified accordingly.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Parking/Traffic Control Coordinator**
- **Recommended Classification:** **Parking/Traffic Control Supervisor**

The incumbent has been in this position for [REDACTED] and is responsible for supervising the operational activities of Parking and Traffic Control officers, and conduct first level review of parking tickets. The incumbent reports that 30% of time is spent reviewing and adjudicating parking citations; 20% of time is spent hiring, training and evaluating new and current staff; 15% of time is spent conducting briefings, assigning areas of work and discussing new business for parking control officers; 10% of time is spent on citizen complaints, 10% of time is spent processing and assigning daily work for clerical employees; and the remaining time is spent on related duties. The incumbent states she is a direct supervisor over sixteen full time employees and four part time employees. It is our assessment that the duties and responsibilities assigned to this position exceed those of a coordinator and are more properly reflected in the City's titling convention of "Supervisor". It is our recommendation that this position be re-classified as a Parking/Traffic Control Supervisor since the duties and responsibilities are consistent with that concept.

WATER OPERATIONS FAMILY

- **Incumbent:** [REDACTED]
- **Current Classification:** **SCADA Coordinator**
- **Recommended Classification:** **SCADA Coordinator**

The incumbent has been in this position for [REDACTED] and is responsible for planning, assigning, reviewing and evaluating the design, implementation and maintenance of the City's Supervisory Control and Data Acquisition (SCADA) system. The incumbent reports that 30% of time is spent ensuring that the SCADA system is functioning properly and that the data is accurate; 20% of time is spent updating the system software program and database with an additional 10% of time writing database scripts; 10% of time is spent updating AutoCad drawings; 10% of time is spent analyzing the system to determine trends and reports; 10% of time is spent supervising the work of a technician staff member; 5% of time is spent on the design scheme of programmable logic controllers and 5% of time is spent calibrating equipment. It is our assessment that the duties and responsibilities assigned to this position fall within the scope of the SCADA Coordinator classification and no change is recommended.

- **Incumbent:** [REDACTED]
- **Current Classification:** **Senior Water Services Inspector**
- **Recommended Classification:** **Senior Water Services Inspector**

The incumbent has been in this position for [REDACTED] and is responsible for inspection of complex water facilities. The incumbent reports that 30% of time is spent on construction inspection of water facilities; 15% of time is spent disinfecting and testing new and repaired water systems; 15% of time is spent performing hydrostatic testing of new and repaired water systems; 10% of time is spent recording health samples; 15% of time is spent enforcing NPDES requirements; and the remainder of time is spent on related tasks. The City has confirmed that the incumbent has attained the Water Distribution Grade III, Water Treatment Grade II and Public Works certifications necessary to be classified as a Senior Water Services Inspector; for that reason, no change is recommended.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

JOB CODE: 0113
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, supervises employees and volunteers who provide general case management and referral services to target residents, works closely with community resources, and refers or assists in referral to community programs and resources; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Human Services Program Supervisor is a working supervisor that oversees staff and volunteers in providing social service programs targeting the elderly or economically disadvantaged residents.

EXAMPLES OF ESSENTIAL DUTIES

Makes personal contact with targeted residents, and performs referrals and case management; educates residents on aging and health issues and the availability of community resources to meet their needs; maintains a network of community resources including education and training programs to address the needs of target residents; performs periodic client progress reviews.

Interviews potential clients and assesses eligibility and needs; identifies program participants and guides them toward economic independence; works closely with community resources.

Prepares and submits grant proposals; establishes and monitors budgets based on approved funding; prepares administrative and technical reports including contract negotiations and summaries for funding agencies and City management.

Trains and supervises paid and volunteer support staff; assigns duties, completes employee performance appraisals and recommends disciplinary action according to established City procedures.

Stays current with developments in the field; attends a variety of professional

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, strategies and solutions to assist target residents. Performs related duties including report preparation, development of promotional or program materials, and making public presentations on services offered.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal, state and local regulations governing the operation of social service programs; community social service programs and services; social, economic, political and physical factors facing the elderly or economically disadvantaged residents; standard office principles and procedures; principles of budgeting and supervision.

Ability to: Identify social service needs; plan programs and activities for target residents; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: A Bachelor's degree in Human or Social Services or a related field, MA preferred.

Experience: A minimum of three (3) years of social work caseload experience. Experience in working with client assessment and referral of target population.

Certifications/License: Possession of a valid California motor vehicle operator's license.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when visiting clients. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects up to 15 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ACCOUNTING TECHNICIAN

DATE: DECEMBER, 2001

JOB CODE: 0288
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, coordinates and performs a variety of advanced level technical accounting duties involving revenue collection, customer service, treasury, accounts payable or receivable, general ledger maintenance and financial reporting; provides work direction to assigned support staff; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Senior Accounting Technician assigns to and reviews work of other accounting technicians, and participates in technical accounting support activities. It is distinguished from the lower class, Accounting Technician, by the complexity of assignments and degree of responsibility and may include supervisory duties.

EXAMPLES OF ESSENTIAL DUTIES

Researches discrepancies or verifies account information using automated data systems, the Internet or hard copy documents; reviews system reports for accuracy or to identify data entry errors; audits records and files associated with various business transactions; verifies and reconciles accounts receivable transactions such as tax or utility payments, licensing and permit fees and fines; balances transactions at end of day; maintains internal cash controls; performs account maintenance; retrieves, tabulates and audits data and prepares periodic activity or statistical reports; prepares month-end reconciliation and closing entries; audits, reconciles, and prepares journal entries for accounts payable; creates recurring invoices for accounts receivables; processes accounts receivable adjustments and write-offs.

Monitors delinquent accounts; assists customer with payment arrangements and refers past due accounts to collection agency. Processes, verifies, consolidates and deposits all funds accepted by the City including currency, coin, checks and credit card charges; processes and distributes all petty cash requests; may print and distribute payroll, medical claim, workers compensation and vendor checks.

Facilitates quality service to both internal and external customers; assigns and evaluates work, establishes and monitors work standards and procedures, drafts performance evaluations, and recommends disciplinary action according to established City procedures. Investigates and responds to complaints, disputes, settlement requests and personally handles more difficult issues. Interprets policies, develops procedures,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ACCOUNTING TECHNICIAN

DATE: DECEMBER, 2001

interacts with the public, other agencies, vendors, attorneys and other departments.

EXAMPLES OF ESSENTIAL DUTIES (Continued)

Prepares correspondence using word processing software; maintains complex filing systems; orders supplies and materials; reviews and approves invoices for payment; researches historical files; may perform back-up duties for other positions within the work group.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of: City and departmental policies and procedures; accounting principles and practices; payment processing and receipt processing procedures; personal computers and software applications; quality customer service principles and practices.

Ability to: Follow oral and written instruction; perform mathematical computations used in accounting; accurately record and retrieve information; meet prescribed deadlines with attention to detail; utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals; develop, maintain and follow department processes and regulations; operate standard office equipment including 10 key, personal computers, spreadsheets or other standard software applications and specialized financial systems; communicate effectively in oral and written form establish and maintain effective working relationships with residents, City staff and supervisors.

Education: The equivalent of a high school diploma, supplemented by classes in Accounting, Business Administration or a related field.

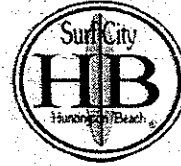
Experience: Three (3) years of experience working in a position with responsibility for performing general accounting duties.

Certifications/License: Possession of a valid California motor vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to moderate work in an office environment. There is frequent need to sit for extended periods and to lift moderately heavy objects (from 10 to 30 pounds depending on assignment) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ADMINISTRATIVE AIDE

DATE: APRIL, 2003

JOB CODE: 0428
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Performs variety of entry level administrative and routine analytical duties in support of various administrative operations and activities within an assigned department; participates in coordinating assigned activities with other divisions, outside agencies, and the general public; and performs a variety of entry level research duties in support of assigned department.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Administrative Analyst series. This class is distinguished from the Administrative Analyst in that work progress is frequently reviewed, parameters of the work are well defined and the methods and procedures necessary to complete the work are predetermined. Since this class is typically used as a training or bridge class, employees may have only limited or no directly related work experience. Advancement to the Administrative Analyst level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

EXAMPLES OF ESSENTIAL DUTIES

Performs various administrative and routine analytical support duties in support of assigned City department including to conduct surveys and to prepare reports; selects and applies appropriate research techniques to conduct studies and surveys; collects, compiles, and analyzes information from various sources on a variety of topics; prepares descriptive, analytical, and evaluative reports and summaries in a clear and concise manner; participates in the preparation of reports which present and interpret data, identify alternatives, and make and justify recommendations; assists in coordinating and monitoring the assigned budget; compiles annual budget requests; prepares revenue projections; recommends expenditure requests for designated accounts; monitors approved budget accounts; serves as liaison between assigned office and other City staff, the general public, and outside agencies; represents the assigned function to public and private groups, organizations and other City groups; acts as a liaison and provide information and assistance as appropriate; performs a wide variety of complex, responsible, and confidential duties for an administrator; relieves supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administration

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ADMINISTRATIVE AIDE

DATE: APRIL, 2003

problems; composes correspondence and prepares responses to requests for information; utilizes various computer applications and software packages; enters data and maintains and generates reports from a database or network system; creates documents using word processing software.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Basic methods and techniques of research and analysis; basic principles and practices of analytical report preparation; basic principles of budget preparation and control; English usage, spelling, grammar, and punctuation; principles and practices of public speaking; principles and procedures of financial record keeping and reporting; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.

Ability to: Learn to provide the full range of responsible administrative support in the area to which assigned; learn, interpret and apply pertinent Federal, State and local codes, laws and regulations; learn to coordinate various administrative support functions; learn principles and practices of public administration; perform various research and analytical functions; gather, organize, compile and summarize data; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

Education: A Bachelor's degree in Public Administration or a related field is highly desired or an Associates of Arts degree supplemented by university level coursework in Public Administration.

Experience: At least one (1) full-time year of municipal government experience, providing administrative and analytical support to management. Additional years of municipal experience is helpful.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ADMINISTRATIVE AIDE

DATE: APRIL, 2003

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CRIMINALIST

DATE: DECEMBER, 2001

JOB CODE: 0119
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With close supervision, provides expert collection, preservation, scientific analysis, and documentation of physical evidence in criminal and civil legal matters; conducts examinations of physical and biological evidence in both the laboratory and the field; provides training to others in technical skills related to supporting forensic examinations and procedures; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Criminalist performs highly specialized technical research and scientific analysis of evidence in the laboratory and the field. This is an entry-level position used until personnel can demonstrate proficiency and advance to Senior Criminalist. Additionally this classification is for the technically competent personnel that do not qualify for the Senior Criminalist.

EXAMPLES OF ESSENTIAL DUTIES

Performs forensic and laboratory analysis of collected physical and biological evidence from crime scenes; performs a variety of highly technical tasks in searching, collecting and analyzing evidence; performs analysis of narcotics and dangerous drugs in biological fluids and solid dosage forms; performs serological and DNA analysis on all forms of biological materials; performs analysis of all forms of trace evidence; performs examinations of firearms, bullets, casings, powder patterns, and gunshot residue; performs blood alcohol and toxicology analyses.

Performs latent print examinations on submitted items of evidence; makes chemical and physical analysis, as well as microscopic examinations for identification and comparison of evidence; analyzes, identifies, and compares evidence to connect with the perpetrator of a crime.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CRIMINALIST

DATE: DECEMBER, 2001

Develops methods of identifying new drugs of organic or synthetic origin; makes independent field investigations at the scenes of crimes and other pertinent locations, searching for, collecting, photographing and preserving evidence subject to laboratory analysis and comparison.

Reconstructs situations and physical evidence of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime; prepares findings for court presentation; testifies in court concerning scientific facts as established in the analysis of evidence.

Studies and applies new techniques and procedures in the field of criminalistics; consults and coordinates with other law enforcement agencies; provides technical training in the field of forensic examinations and procedures; consults with staff, detectives, police officers, deputy district attorneys and other law enforcement officials regarding procedures and analyses.

Prepares statistical and other related reports; prepares laboratory maintenance logs; orders and maintains stock supplies.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles, methods and procedures, materials and techniques of toxicology, chemistry, physics, biochemistry, physiology and photography; laws of evidence, criminal procedures, crime, courtroom procedures and testimony; recent developments and sources of information relative to criminalistics.

Ability to: Conduct a variety of technical, chemical and other comparative laboratory analysis; present evidence in court as an expert witness; use of various laboratory equipment, measuring devices, firearms, and other tools used in the laboratory.

Education: Bachelor's of Science Degree in criminalistics, chemistry, biochemistry, biology, natural sciences involving chemical analyses or a closely related field; specialized training in law enforcement.

Experience: Previous laboratory experience is preferred.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CRIMINALIST

DATE: DECEMBER, 2001

Certifications/License: Possession of a valid California motor vehicle operator's license; must pass an extensive background check.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Must be able to report to a crime scene at any time of the day. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL COORD

DATE: DECEMBER, 2001

JOB CODE: 0455
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, oversees the parking control and traffic control program; supervises traffic and clerical staff; reviews complaints from the general public regarding traffic and parking issues and takes steps to resolve; transcribes and logs traffic collisions; maintains record keeping system; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Parking/Traffic Control Coordinator is a working supervisor staffed by a civilian to supervise traffic and clerical staff, and reports to the Traffic/Aero Bureau Commander.

EXAMPLES OF ESSENTIAL DUTIES

Manages the parking control program; supervises traffic and clerical staff; hires and trains new staff members; investigates personnel complaints and recommends actions; recommends termination, as appropriate.

Reviews complaints on parking citations as required by state; handles complaints from the general public regarding traffic and parking issues and takes steps to resolve; oversees hearing process to contest citations; handles administrative aspects of citation processing and court review; transcribes and logs traffic collisions; maintains record keeping system.

Provides for traffic control at accident scenes; assigns staff to establish traffic control markings and to direct traffic; ensures the safety of motorists around traffic accidents.

Evaluates employees performance and takes disciplinary actions as needed; makes daily checks and determines compliance with current policies, procedures, and safety standards; meets with staff on traffic bureau related issues.

Generates schedules for traffic personnel; schedules replacement of all personnel unable to perform their assigned duties; maintains daily work records and keeps daily time records for submission to payroll.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL COORD

DATE: DECEMBER, 2001

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City municipal codes, transportation traffic manuals, police radio codes; record keeping procedures; supervisory policies and procedures; personal computers and standard business software.

Ability to: Read and interpret codes and schedules; use personal computer; supervise, create, prioritize and maintain working schedules; effectively communicate with employees, Department staff, general public, and others in authority.

Education: High school diploma or equivalent.

Experience: Two years supervisory experience preferred

Certifications/License: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVIL ENGINEER ASSISTANT

DATE: DECEMBER, 2001

JOB CODE: 0106
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, reviews plans and drawings, design and/or coordinate the design and completion of construction projects, assist with overseeing the City's infrastructure management program, performs administrative duties related to State and federal funding; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Civil Engineering Assistant performs journey-level professional work in designing and/or coordinating the design and completion of construction projects, performing related contract administration duties, preparing grant applications and/or other required documents for State or federal discretionary or entitlement funds and regulatory compliance. It is distinguished from the lower class, Engineering Technician, which is responsible for less complex design and construction projects.

EXAMPLES OF ESSENTIAL DUTIES

Prepares preliminary and final designs for projects; studies the financial implications of various designs for major projects; reviews plans for conformance with applicable Federal, State and city codes and regulations; prepares bid specifications, requests for proposals for professional services and contract documents, project budgets and cost estimates, and reviews bids or proposals submitted and makes recommendations; drafts items for City Council approval; participates in project design meetings; coordinates workflow and prepares and maintains technical documentation; sets-up necessary funding and accounting; reviews change orders, progress payments or other disbursements; closes-out project upon completion.

Prepares and submits grant applications and/or other required documents to state and local agencies for State or federal discretionary or entitlement funds; monitors contract activity and prepares reports to ensure regulatory compliance; assist with overseeing the City's infrastructure management program.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEER ASSISTANT

DATE: DECEMBER, 2001

Resolves issues related to project financing or contractor compliance; performs construction inspection duties to ensure compliance with plans and specifications; investigates and responds to inquiries or complaints from the public; serves as City liaison in coordinating the engineering design and approval process with other state, federal or local agencies.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal, State, and city codes and regulations applicable to utility/public works construction; City and departmental policies and procedures; contract administration; criteria used in the design of utility projects; methods, materials, equipment, and safety hazards of utility construction projects.

Ability to: Read and interpret blueprints, electrical schematics, architectural and engineering drawings; organize and prioritize work to ensure projects are completed on time; maintain and follow department processes and regulations; perform engineering-related mathematical computations; operate standard office equipment including calculators, personal computers and standard software applications including word processing and spreadsheets; utilize computer databases to maintain and update records and files; maintain accurate records and files; analyze and evaluate information and to express ideas clearly when providing oral or written reports and recommendations establish and maintain effective working relationships with contractors, City staff and supervisors.

Education: The equivalent of an Associate's degree in Engineering or related field.

Experience: Five (5) years of experience in the design or construction of Public Work projects.

Certifications/License: Possession of a valid California motor vehicle operator's license. Possession of a valid "Engineer in Training" or "Land Surveyor in Training" Certificate.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVIL ENGINEER ASSISTANT

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is primarily performed in an office environment that requires extended sitting, mobility in the field at construction sites with potential exposure to dangerous machinery and potential physical harm, ability to lift and carry up to 25 pounds, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONTRACT ADMINISTRATOR

Date: October 2004

JOB CODE: 0085
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

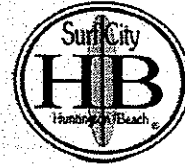
DUTIES SUMMARY – Under administrative direction, develops and coordinates assigned projects. Monitors project progress and assures compliance with plans, contracts and other appropriate guidelines.

DISTINGUISHING CHARACTERISTICS – Incumbent in this classification administers a variety of projects, programs, and contracts, which requires professional and/or technical engineering knowledge as well as organization and administrative knowledge and skills. Position reports to the Construction Manager and may have supervisory responsibility over subordinate staff. The incumbent works to develop programs and procedures in support of departmental and divisional administrative objectives.

EXAMPLES OF ESSENTIAL DUTIES – Under administrative direction, administers assigned construction projects; facilitates construction projects; writes Request For Proposals (RFPs) and Request for Council Action (RCA) to select consultant; provides advice on contract selection; evaluates bids, oversees day to day construction activities for both City and outside agency projects, assures compliance with plans and specification; evaluates and monitors schedule and budget; prepares estimates and evaluates change orders; conducts negotiations, resolves problems, makes on-site inspection, approve progress payments and other disbursements; coordinates contract administration activities with consultants, various agencies, and City Attorney's office; develops and maintains a well articulated system for monitoring the progress of projects and programs as assigned; evaluate consequences of changes and advise as appropriate; develops and implements programs in assigned areas such as contract compliance, and liability insurance coverage, by establishing a reviewing City goals and objectives, providing technical assistance to persons within the City staff by monitoring the City's adherence to program requirements; researches and analyzes data; prepares reports as needed regarding such matters as capital improvement and underground utility districts, prepares written technical and statistical reports; represents department on various committees; prepares reimbursement reports for various funding agencies; monitor projects for adherence to Federal and State labor laws.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONTRACT ADMINISTRATOR

Date: October 2004

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles and practices of contract administration procedures; laws, codes and ordinances governing public works construction; legal implications and code requirements which will affect a project; Greenbook and Caltran's standard specifications; scheduling programs, modern principles of civil engineering as applied to construction projects; street, highway, traffic control, water and sewer construction and maintenance practices;

Ability to: Quickly identify problems; develop and implement solutions; analyze data and develop conclusions to present them in clear and concise manner, orally and in writing; read and interpret highly complex rules, regulations and other applicable materials; revise policies and procedures to comply; plan and implement administrative policies and procedures to assure timely and effective project completion; effectively deal with wide variety of people even under the most adverse condition; plan and initiate administrative procedures to ensure compliance to specifications, time tables and financial guidelines.

Education: High school graduation or equivalent. Additional course work in construction, civil engineering, surveying or related fields is desirable. A degree in related field is preferred.

Experience: Three years progressively responsible experience in engineering, planning, contract administration, or related field, which includes the use of scheduling software.

Licenses: At time of appointment, must possess and maintain a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --

See physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6 a, b, c



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator
Patti Ahumada, Senior Human Resources Analyst

SUBJECT: **Classification and Compensation Study by Cooperative Personnel Services 2006 – Municipal Employees' Association Positions in the Building & Safety, City Attorney, City Clerk, Fire, Information Services, Police and Public Works Departments.**

DATE: July 18, 2007

DISCUSSION

In March of 2006, Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The study included sixty-five (65) classifications, thirty-nine (39) of which were Municipal Employees' Association (MEA) classifications. The classifications were selected based on Department requests. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

At the December 20, 2006, Personnel Commission meeting, CPS staff presented an overview of study objectives, scope of work and implementation processes related to the classification and compensation study.

Principal steps in the study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills and abilities, and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and classification specifications.

7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Developed and distributed a compensation survey to twelve local agencies (Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster).
9. Analyzed the market data against Huntington Beach salaries.

Upon receipt of the classification recommendations and compensation analyses, Human Resources staff met with each department to receive additional input. The City is in concurrence with CPS's recommendations for these positions.

The City and Association have met and conferred regarding the recommended changes to the MEA classifications. Both City and MEA negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
<u>Building & Safety</u>		
Building Inspector I	n/a	Class spec modification
Building Inspector II	n/a	Class spec modification
Building Inspector III	n/a	Class spec modification
<u>City Attorney</u>		
Legal Secretary	Legal Assistant	Title change and class spec modification
<u>City Clerk</u>		
Deputy City Clerk	n/a	Class spec modification
Senior Deputy City Clerk	n/a	Class spec modification
<u>Fire</u>		
Fire Safety Program Specialist	n/a	Class spec modification
<u>Information Services</u>		
GIS Analyst	n/a	Class spec modification
GIS Analyst II	new	New class specification

IS Analyst Series (I, II, III and IV)	n/a	Class spec modification
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Police

Senior Criminalist	n/a	Class spec modification
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Parking / Traffic Control Supervisor	new	New class specification
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Public Works

Construction Inspector I	n/a	Class spec modification
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Construction Inspector II	n/a	Class spec modification
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Senior Construction Inspector	n/a	Class spec modification
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Senior Inspector Water Construction	n/a	Class spec modification
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Based on internal alignment and market considerations, the recommended base salary ranges are as follows:

Building & Safety

- Building Inspector I: R485 (\$4,247 - \$5,261)
- Building Inspector II: R505 (\$4,690 - \$ 5,812)
- Building Inspector III: R525 (\$5,184 - \$6,421)

City Attorney

- Legal Assistant: R458 (\$3,711 - \$4,597)

City Clerk

- Deputy City Clerk: R453 (\$3,620 - \$4,484)
- Senior Deputy Clerk: R502 (\$4,619 - \$5,724)

Fire

- Fire Safety Program Specialist: R496 (\$4,488 - \$5,557)

Information Services

- GIS Analyst: R520 (\$5,057 - \$6,265)
- GIS Analyst II: R536 (\$5,476 - \$6,783)
- IS Analyst I: R520 (\$5,057 - \$6,265)
- IS Analyst II: R536 (\$5,476 - \$6,783)
- IS Analyst III: R549 (\$5,843 - \$7,238)
- IS Analyst IV: R568 (\$6,425 - \$7,960)

Police

- Parking / Traffic Control Supervisor: R471 (\$3,957 - \$4,905)

Public Works

- Construction Inspector I: R485 (\$4,247 - \$5,261)
- Construction Inspector II: R505 (\$4,690 - \$5,812)
- Senior Construction Inspector: R525 (\$5,184 - \$6,421)
- Senior Inspector Water Construction: R516 (\$4,956 - \$6,140)

Representatives of the City and MEA have completed the meet and confer process with agreement on the classification and compensation study.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

RECOMMENDATION

Approve the new class titles, new class specifications and modified class specifications, and delete the position of Legal Secretary.

Attachment: Legislative Drafts – Building Inspector I, II & III, Legal Assistant, Deputy City Clerk, Senior Deputy City Clerk, Fire Safety Program Specialist, GIS Analyst, GIS Analyst II, IS Analyst Series (I, II, III, IV), Senior Criminalist, Parking / Traffic Control Supervisor, Construction Inspector I, Construction Inspector II, Senior Construction Inspector and Senior Inspector Water Construction.

cc: William Davis, MEA Business Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEGAL SECRETARY ASSISTANT

DATE:

JOB CODE: 0300
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs a variety of administrative, clerical and legal secretarial duties in support of the City Attorney's Office; and participates in coordinating assigned activities with other divisions, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other secretarial classifications in that work is often times of a legal nature, requiring the application of specialized legal secretarial knowledge. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are expected to quickly learn and apply the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL DUTIES

Performs various administrative, clerical and legal secretarial duties in support of the City Attorney's Office; prepares a variety of legal documents including but not limited to: correspondence, forms, ordinances, resolutions, opinions, pleadings, briefs, motions, grievance reports, agreements, and contracts from dictation, handwritten documents, and drafts; maintains confidentiality of documents received, prepared and processed; ensures accuracy and proper format utilizing knowledge of proper legal format, terminology, and procedures; transcribes dictation from attorneys, hearings, interviews and meetings; arranges, schedules and confirms appointments, meetings, hearings, examinations, and depositions; assists attorneys at trial; assists in preparing exhibits and related materials; notifies parties involved; makes arrangements for court reporters, hearing officers, administrative law judges, and room reservations; coordinates witnesses, documents, and City employees to prepare legal discovery requests and responses; creates and maintains litigation, grievance, correspondence, and other case files; labels and indexes information; locates previously prepared documents and files; organizes, updates, closes, and files litigation and grievance case files for retrieval and future destruction; monitors and tracks requests for legal services for assigned

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEGAL SECRETARY ASSISTANT

DATE:

attorneys from date of request through preparation stages; coordinates with opposing counsel and City staff to provide settlement checks and, witness payments, court fees, and expert testimony payments; ~~receives and places telephone calls to and from employees, outside counsel, organizations, government offices, and the public;~~ may assist in the implementation of specialized software for assigned areas; provides information and assistance; screens telephone calls and requests for information; routes calls to appropriate staff member, department or agency; assists with the Legal Affairs Committee, closed sessions of City Council, and other meetings as assigned; types and posts agendas; gathers, types, photocopies, and distributes ~~backup materials;~~ takes and prepares minutes of meetings; copies, files, assembles, and distributes documents; provides direction and assistance to assigned staff including ~~to legal interns;~~ prepares documents for delivery ~~including to provide instructions to and arrange for delivery service;~~ utilizes various computer applications and software packages; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Legal terminology and the forms and documents used in legal secretarial and clerical work; legal procedures and practices involved in composing, processing and filing a variety of legal documents; standard legal references and their contents; basic operations and procedures of the court system; English usage, spelling, grammar and punctuation; principles of business letter writing and basic report preparation; principles and procedures of record-keeping and reporting; modern office procedures, methods, and computer equipment and supporting ~~word processing and spreadsheet applications software;~~ resources for locating court rules and requirements, expert witnesses, judicial biographies, and recently published statutes.

Ability to: Perform responsible legal secretarial and clerical work involving the use of independent judgment and personal initiative; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand and apply court rules for processing and filing documents; accurately prepare and maintain a variety of legal documents; independently prepare

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEGAL SECRETARY ASSISTANT

DATE: _____

routine legal documents, correspondence and memoranda; type and transcribe dictation at a speed necessary for successful job performance; organize and maintain accurate and complete legal files and cases; respond to requests and inquiries from the general public; operate and use modern office equipment including a computer and associated software applications; maintain confidentiality regarding matters of a legal nature; communicate clearly and concisely, both ~~orally~~ verbally and in writing; understand and carry out ~~oral~~ verbal and written instructions; establish and maintain effective relationships with those contacted in the course of work.

Education: ~~Equivalent to completion of the twelfth grade~~ High school diploma or equivalent supplemented by specialized legal secretarial training.

Experience: Three (3) years of responsible secretarial support experience including two (2) years of legal clerical and secretarial experience.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- ~~See Physical task questionnaires.~~ Employee Work involves light to moderate work in an office setting. There is a frequent need to sit and an infrequent need to stand, walk, and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I **DATE: DECEMBER OCTOBER DECEMBER,**

JOB CODE: 0210
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under close immediate supervision, inspects installations to ensure compliance with all building and construction regulations; as assigned, participates in ride along training; and provides assistance to the public on area of assignment; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

This is an entry level position that reports to the section head. The Building Inspector I is the entry level classification within the Building Inspection series. Incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job. This classification is distinguished from the Building Inspector II in that the latter is the journey level of the series, performing the full range of assigned inspection duties, with a requirement that incumbents attain designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Learns and Within a learning and on-the-job training capacity, performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools consistent within assignment areas to ensure compliance with adopted building and construction codes in all residential and small commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; participates in ride-along training activities as directed; i-

Investigates construction for evidence of illegal practices and checks existing construction for deterioration and hazardous conditions; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports; maintains records of work performed; learns to interpret multiple codes;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II **DATE: ~~DECEMBER~~ OCTOBER ~~DECEMBER~~, 2000**

answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; computer equipment and associated software programs; quality service practices; safety issues and liability reduction.

Ability to: Learn and to conduct inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both ~~orally~~ verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted in the course of work; and deliver quality customer service; ~~work independently and as a team member; propose and administer change.~~

Education: The equivalent of a high school diploma.

Experience: ~~Five~~ Two (25) years ~~experience~~ in a construction trade or an equivalent combination of experience and training.

Certifications/License: Possession of a valid California ~~motor vehicle operated~~ driver's license.

RECLASSIFICATION QUALIFICATIONS: Eligible for reclassification to Building Inspector II upon attainment of appropriate certifications and one (1) year of satisfactory

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR IDATE: ~~DECEMBER~~ ~~OCTOBER~~ DECEMBER, 2004

performance at the Building Inspector I level.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II **DATE: — DECEMBER OCTOBER DECEMBER,**

JOB CODE: 0211
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

This is a journey level position that reports to the section head. The Building Inspector II is the journey level classification within the Building Inspector series and is expected to perform the full range of building inspection duties. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Building Inspector I in that the latter is a training classification which does not require the acquisition of certifications. The Building Inspector II is distinguished from the Building Inspector III in that the latter is an advanced journey level classification responsible for performing the more complex work assigned to the series, and which requires the acquisition of Building, Plumbing, Electrical, and Mechanical certifications.

EXAMPLES OF ESSENTIAL DUTIES

Performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; reviews and approves residential and commercial plans and layouts, prior to issuance of

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II **DATE: — DECEMBER OCTOBER DECEMBER,**

permits; i-

Investigates new and existing construction for evidence of illegal practices and such as construction, demolition, and alterations; checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions; meets with business and property owners with respect to certificate of occupancy, inspections, and certificates; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports; maintains records of work performed; makes code interpretations; answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; basic engineering principles concerning the resistance of both lateral and vertical loading; computer equipment; quality service practices; safety issues and liability reduction.

Ability to: Conduct inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both orally verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II **DATE:** — DECEMBER OCTOBER DECEMBER,

in the course of work; deliver quality customer service; work independently and as a team member; propose and administer change.

Education: The equivalent of a high school diploma.

Experience: Five (5) years experience in a construction trade or an equivalent combination of experience and training, including one (1) year performing combination inspections for a government agency or equivalent.

Certifications/Licenses/Certifications: Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California motor vehicle operator's license may be required along with an acceptable driving record; certification by the International Conference of Building Officials (ICBO), or other approved code organization as a Building and Combination Dwelling Inspector, as a Building, Plumbing and Mechanical Inspector, or other approved combination of certifications. Code Council (ICC) and California Building Officials (CALBO) as a Building Inspector CBC and Electrical Inspector CEC, or as a Building Inspector CBC, Plumbing Inspector CPC, and Mechanical Inspector CMC. Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

RECLASSIFICATION CRITERIA: Eligible for reclassification to Building Inspector III upon attainment of appropriate certifications and three (3) years combination inspection for a government agency, a year of which must be at the Building Inspector II level.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable eEmployee accommodation(s) for physical or mental an individual with a qualified disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III **DATE: JANUARY** ~~AUGUST~~ **DECEMBER, 2006**

JOB CODE:	0208
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision and direction, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Building Inspector III is an advanced journey level position that reports to the section head and assists in the training and supervision of Building Inspector levels I and II. The Building Inspector III is the advanced journey level classification within the Building Inspector series, responsible for performing the more specialized and complex work assigned to the series. Positions at this level possess a specialized expertise, are assigned tasks above the journey level, and require the acquisition of the Building, Plumbing, Electrical, and Mechanical certification.

EXAMPLES OF ESSENTIAL DUTIES

Performs combination inspections; inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate; reviews and approves residential and commercial plans and layouts, prior to issuance of permits; i-

Investigates new and existing construction for evidence of illegal practices and such as construction, demolition, and alterations; checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions; meets with business and property owners with respect to certificate of occupancy

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III **DATE: JANUARY AUGUST DECEMBER, 2006**

inspections and certificates; assists and advises contractors, craftsmen and homeowners regarding pertinent regulations; assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders and construction site stormwater runoff reports; maintains records of work performed; makes code interpretations; assists the section head in supervision and with training of Building Inspectors I and II; advises Building Inspectors I and II on the more difficult and complex problems; answers verbal and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Adopted bBuilding, mMechanical, pPlumbing and eElectrical cCodes, State and local codes and standards and all other building related codes and ordinances as adopted by the State or the City of Huntington Beach; methods and practices involved in construction; arithmetic and basic algebra; basic engineering principles concerning the resistance of both lateral and vertical loading; computer equipment; quality service practices; safety issues and liability reduction.

Ability to: Conduct complex inspections; read and understand drawings, diagrams and specifications for construction projects; prepare reports and communications; communicate clearly and concisely, both orally verbally and in writing; communicate and deal effectively with architects, engineers, contractors and the general public; perform arithmetic and basic algebraic functions; train co-workers; supervise staff including participation in performance reviews; ensure safety and professional work standards are met; establish and maintain cooperative working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III **DATE: JANUARY/AUGUST/DECEMBER, 2006**

member; propose and administer change.

Education: The equivalent of a high school diploma.

Experience: Five (5) years experience in a construction trade or an equivalent combination of experience and training, including three (3) years performing combination inspections for a government agency or equivalent.

Certifications/License: Certification by the International Conference of Building Officials (ICBO) or other approved code organization as a Building, Plumbing, Electrical and Mechanical Inspector. Possession of a valid California motor vehicle operator's license, Code Council (ICC) and California Building Officials (CALBO) as a Building Inspector CBC, Plumbing Inspector CPC, Electrical Inspector CEC and Mechanical Inspector CMC. Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent. Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California driver's license may be required along with an acceptable driving record.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable employee accommodation(s) for physical or mental an individual with a qualified disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK
DECEMBER AUGUST DECEMBER, 2006

DATE:

JOB CODE: 0134
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under ~~general~~ immediate supervision, performs ~~legally required~~ routine activities related to the acceptance, certification, publication, recording, storage and retrieval of official documents; responds to public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions; and types agenda and prepares packets for City Council meetings; ~~and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk is the entry-level job classification in the City Clerk ~~Operations~~ Series. ~~It is~~ responsible for effective customer service in responding to inquiries, and ~~accuracy in filing and researching records and in ensuring compliance with the various legal requirements related to public meetings, elections and public records.~~ This classification is distinguished from the Senior Deputy City Clerk in that the latter is the journey level of the series responsible for performing the full range of duties assigned to the series including attendance at Council meetings.

EXAMPLES OF ESSENTIAL DUTIES

Assists the public; responds to public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions; ~~e-~~ Ensures that legal and public hearing notices are published according to applicable codes and statutes; ~~r-~~

Researches databases, zoning and municipal codes, microfiche and other records to answer public, inter-agency or intra-agency inquiries; certifies official copies of public records; ~~c-~~ Compiles vault records; inputs data for identifying label in computer data base; sets up files for retrieval in records management system; maintains functional filing system by category (alpha/numeric); maintains ordinance/resolution log; certifies published affidavits for ordinances; ~~t-~~

Types agenda and action agendas for City Council meetings; prepares agenda packets for meetings; ~~e-~~ Executes, processes and distributes agreements, resolutions and ordinances as adopted by Council; ~~a-~~ Assists with and follows up on actions taken by

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK
DECEMBER/AUGUST/DECEMBER, 2006

— — — — — **DATE:**

~~City Council;~~ coordinates the execution, certification, publication and recording of documents, and processing contracts, bids, public hearings and deeds; c-

Codifies City's municipal and zoning codes; distributes code updates to subscription lists; determines file numbers to facilitate file retrieval; ensures that department website is updated with changes in Municipal Code and Zoning and Subdivision Ordinance code; p-

Performs duties such as payroll, ordering supplies and materials, and maintaining the petty cash fund; composes and types correspondence; administers oaths; attends bid openings; may act as a notary and provide passport services to the public; a- Accepts and records claims against the City; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: California state laws including the Ralph M. Brown Act, City Charter, City codes, Statutes governing public meetings, elections (Fair Political Practices Commission regulations) and records retention; basic legal terminology; business English, spelling and grammar; general office procedures, methods, and equipment; basic math principles; effective public relations/customer service principles, practices and techniques.

Ability to: Utilize general office equipment such as telephone, fax machine, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers and associated software; research issues, compile data and prepare a report of findings; take dictation and transcribe notes into meeting minutes; prioritize tasks with competing demands to ensure work is completed in a timely manner; accurately maintain computerized and manual filing systems; communicate effectively both ~~effectively~~, orally verbally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: ~~The equivalent of a high school diploma.~~ High school diploma or equivalent.

Experience: Two (2) years of clerical experience. Experience involving public contact

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK
DECEMBER/AUGUST/DECEMBER, 2006

DATE:

preferred.

Certification: May require State of California Notary Public; may require Passport Agent Certification; ~~valid California motor vehicle operator's license.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting and ability to attend evening meetings. There is a frequent need to sit and an infrequent need to stand, walk and to lift objects 10 to 20 pounds., ability to attend evening meetings and ability to periodically lift up to 25 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR DEPUTY CITY CLERK **DATE: FEBRUARY/AUGUST/DECEMBER,**

JOB CODE: 0135
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision of the Assistant City Clerk, assists in organizing and composes the City Council Agenda; attends Council meetings with the City Clerk, as required in the absence of the Assistant City Clerk or in place of the Assistant City Clerk; writes minutes of City Council meetings; and, performs other duties as required within the scope of the classification; and performs administrative duties in support of the City Clerk's office.

DISTINGUISHING CHARACTERISTICS

The position of Senior Deputy City Clerk is the journey level classification within the Deputy Clerk series. This classification is distinguished from the entry level Deputy City Clerk class by the performance of the full range of duties and the level of independent judgement and initiative exercised in performance of complex assignments, which must be completed under short deadlines. It is further distinguished from the Deputy City Clerk in that the Senior Deputy City Clerk attends Council meetings in the absence of the Assistant City Clerk.

EXAMPLES OF ESSENTIAL DUTIES

Attends all City Council, Redevelopment Agency, Public Financing meetings with the Assistant City Clerk or in place of the Assistant City Clerk as required; t. Takes minutes during meetings; writes, edits, proofreads and submits in finished form for City Council for approval; -

Ability to organize and proofread documents submitted for the Council Agenda; reviews and compiles information submitted by departments; p. Posts meeting agendas pursuant to State Law; - w. With, or in absence of the Assistant City Clerk, attends agenda review meetings with City Administration to review proposed agenda documents; interacts with departments to coordinate agenda preparation; makes revisions and adds documentation as required; accepts and reviews new items, and makes additions to agenda; attends post-meeting briefing to discuss City Council action; j. Interacts with other department employees in coordinating agenda preparation; within budget guidelines, procures goods and services as needed; performs notarial

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR DEPUTY CITY CLERK **DATE: FEBRUARY AUGUST DECEMBER,**

duties including notarizing and certifying documents; administers oath of office; provides customer service at counter and over the phone in response to requests from the public and staff; may ~~Must have ability to work with other departments to resolve questions regarding items to be placed on agenda.~~

~~Pro~~pro~~vides~~ work direction to Deputy City Clerks; coordinates their work in copying materials for the agenda document and in maintaining records of completed meetings; responds to the public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and City Council actions; ensures legal and public hearing notices are published according to applicable codes and statutes; researches databases, zoning and municipal codes, microfiche and other records to answer public, inter-agency or intra-agency inquiries; certifies official copies of public records; certifies published affidavits for ordinances; coordinates the execution, certification, publication and recording of documents, and processing contracts, bids, public hearings and deeds; codifies City's municipal and zoning codes; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: ~~Good language and writing skills including grammar and spelling. Ability to write clearly and concisely and to proofread such work.~~ In depth knowledge of City Charter and the Ralph M. Brown Act, California Public Records Act, and other municipal codes, regulations and statutes governing Council meetings; basic legal terminology; Notary Public processes and regulations; processes for developing and preparing agendas and minutes, recordkeeping principles and practices; public procurement policies as they relate to bid opening and communication processes; principles of business correspondence; e- ~~Effective public relations/customer service principles and practices; functions and organization of municipal government; and election and campaign filing regulations.~~

Ability to: ~~Utilize general office equipment such as telephone, fax machine, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers and associated software; Prepare, develop, and submit meeting minutes; coordinate agenda preparation activities; ensure the proper posting of meeting notices; perform diverse duties requiring a wide variety of contact with all levels; review and compile information;~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR DEPUTY CITY CLERK **DATE: FEBRUARY AUGUST DECEMBER,**

prepare clear and concise minutes, agendas, and related documents; perform election procedures; research issues; compile data and prepare a report of findings; write Council meetings minutes; prioritize and organize tasks with competing demands to ensure work is completed in a timely manner; prepare clear and concise reports, memoranda, and correspondence; communicate effectively, orally verbally and in writing; utilize general office equipment such as telephone, fax machine, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers and associated software; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: ~~The equivalent of a high school diploma.~~ High school diploma or equivalent.

Experience: Three (3) years of progressively responsible administrative support experience in a municipal clerk's or law office, or closely related experience.

License/Certification: State of California Notary Public, appointment as a Deputy Registrar of Voters, and Passport Agent certification may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting and ability to attend evening meetings. There is a frequent need to sit and an infrequent need to stand, walk, and to lift objects 10 to 20 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE SAFETY PROGRAM SPECIALIST
DECEMBER OCTOBER DECEMBER, 2006

DATE:

JOB CODE: 0260
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With Under general supervision/direction, reviews and approves site plans for events held in the City or City convention centers; inspects and issues fire permits; develops, manages, and implements the Fire Department public education programs; and provides emergency incident information to the media; and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

~~The Fire Safety Program Specialist provides instruction in fire prevention, proper incident reporting procedures, fire escape planning, fire extinguishment methods, and other related fire issues.~~

EXAMPLES OF ESSENTIAL DUTIES

~~Reviews and, within authorized guidelines, approves event site plans for events held in the City or City convention centers; performs inspections; processes and issues fire permits; dDevelops, manages, and implements-coordinates the development and implementation of the Fire Department public education programs; provides emergency incident information to the media; implements fire prevention and life/fire safety programs and presents to community and school groups; provides instruction relative to identifying and correcting potential fire hazards in the home;- works with residents to utilize a standard fire safety check list; conducts residential fire safety inspections to eliminate hazardous conditions; provides instruction to citizens relative to escape planning in the event of fire;-~~

~~Manages and implements City and Countywide Life Safety Education Programs, using available resources in a cost-efficient manner; plans, markets, solicits funds, recruits, trains, and supervises volunteers; r-ecruits, trains, schedules, and supervises Project SHIP (Senior Home Inspection Program) volunteers and identifies corporate funding resources; d~~

~~Develops and presents educational programs to community groups, businesses and schools; provides evacuation and fire extinguisher training to businesses for OSHA~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FIRE SAFETY PROGRAM SPECIALIST
~~DECEMBER~~~~OCTOBER~~DECEMBER, 2006

DATE:

compliance; interviews juvenile fire setters and their parents to determine if and what kind of intervention and/or restitution program is appropriate; r-

Reviews fire incident statistical data to determine what areas of the community require an emphasis in fire prevention instruction; instructs City employees in proper procedures and conduct during emergency situations; p-

Plans, composes and produces written materials outlining fire prevention practices and procedures; assists engine companies in the implementation of specific district programs; instructs citizens with respect to the extinguishment of minor fires, pending the arrival of the Fire Department; provides instruction to hospitals and convalescent homes relative to life/fire safety and escape planning; u-

Uses various demonstration props and audio visual equipment; performs Fire Department public information duties at fire scene incidents; acts as Department liaison to the radio, TV and press; designs and produces public education and promotional materials such as flyers, brochures, and annual Department reports; writes press releases for local newspapers, newsletters, and trade magazines; provides staff support for emergency operations center; serves as liaison on assigned committees, and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

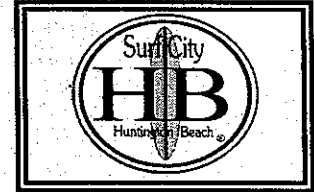
QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: National Fire Protection Association Curriculums and Guidelines, Uniform Fire Code, Building Code, City Ordinances, Fire Department Policy Manual, OSHA Guidelines; fire extinguishers, smoke detectors, CO2 detectors; methods and techniques of developing educational and informational materials; fundamentals of training programs; principles and practices of recordkeeping.

Ability to: Read and understand fire safety manuals, codes, and procedures; communicate clearly and concisely with Department personnel, the media, community groups, businesses, and residents, both orally verbally and in writing; develop and produce various forms of media for presentation to various groups; identify fire hazards and recommend corrective procedures; analyze and understand fire incident statistical

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: FIRE SAFETY PROGRAM SPECIALIST
DECEMBER/OCTOBER/DECEMBER, 2006¹

DATE:

data; develop and implement educational and informational programs; and direct the work of volunteer staff.

Education: High school diploma or equivalent; courses in fire prevention, fire inspection, fire education; prefer bilingual language skills.

Experience: Three (3) years in public relations, ~~public information, or~~ community services ~~or formal teaching and juvenile counseling.~~

Certifications/Licenses/Certifications: Possession of a valid California motor vehicle operator~~driver~~'s license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift objects 10 to 20 pounds. Employee accommodations for physical disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006

Date:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA

FLSA STATUS:

NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs routine professional office and field duties involved in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System (GIS) program; assists in the design, storage, and analysis of data which is referenced spatially; responds to requests and provides Geographic Information System data to City departments, outside agencies, and the public. **See Systems Environment attachment (pages 4 – 5.)**

DISTINGUISHING CHARACTERISTICS

The GIS Analyst I is the entry level classification within the GIS Analyst series. This classification is distinguished from the GIS Analyst II by the performance of the more routine tasks and duties assigned to position. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the GIS Analyst II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

EXAMPLES OF ESSENTIAL DUTIES

~~Participates~~ Assists in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System; assists with analyzing spatial and tabular information to solve problems involving logical/physical entity relationships and geographic relationships; assists with updating GIS databases; develops and programs basic GIS applications using a variety of programming languages; develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps; creates topology files for theme integration; interfaces with surveyors to implement GPS control points collected in the field; checks positional and relative accuracy of GPS data; performs backups of all GIS related data; provides technical support to City departments and other clients requesting GIS products ensuring clients receive accurate products including maps, charts, and graphs in a timely and appropriate manner; prepares GIS system documentation; and performs related duties and responsibilities as assigned.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006

Date:

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Use, capabilities, characteristics, and limitations of GIS; personal, and network computer systems and related equipment; computer repair and maintenance procedures and techniques; principles and practices used in the operation of relational database management systems; cartographic, demographic, and statistical methods and standards; geography; digital orthophotography principles and practices; Structured Query Language and related concepts; data schemas; geodetic GPS accuracy standards; surveying principles, procedures, and techniques; mathematical principles including trigonometry and geometry; modern office procedures, methods, and equipment including computers; recent developments, current literature and information related to the fields of GIS, network systems and computer work stations.

Ability to: Learn to design, implement, maintain, and operate relational database management systems; troubleshoot software and hardware problems; operate a variety of computer equipment and software relative to the assigned area of responsibility; read, interpret, and apply knowledge gained from complex technical publications, manuals, and other documents; respond to requests and inquiries from City departments, outside organizations, and the public; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelor's degree from an accredited college or university with major course work in geographic information systems, geography, cartography, computer science, or related field.

Experience: One (1) year of experience working with geographic information systems or closely related areas.

Licenses/Certifications: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006**

Date:

course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



**Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006**

Date:

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT [CF1]**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006

Date:

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST I
OCTOBER/DECEMBER, 2006**

Date:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER/DECEMBER, 2006

Date ATE:

JOB CODE: 0178
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under direction, performs a variety of professional office and field duties involved in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System (GIS) program; designs, compiles, stores, manages, and analyzes data which is referenced spatially; and responds to requests and provides Geographic Information System data to City departments, outside agencies, and the public. **See Systems Environment attachment (pages 4 – 5.)**

DISTINGUISHING CHARACTERISTICS

The GIS Analyst II is the journey-level professional classification within the GIS Analyst series. This classification is distinguished from the GIS Analyst I by the performance of the full range of duties assigned to positions in the series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the unit.

EXAMPLES OF ESSENTIAL DUTIES

Participates in the development, implementation, operation, performance, and maintenance of the City's Geographic Information System; administers network including installation and maintenance of advanced hardware and software; analyzes spatial and tabular information to solve complex problems involving logical/physical entity relationships and geographic relationships; develops and updates GIS databases; develops and programs complex GIS applications using a variety of programming languages; designs, develops, and manipulates multi-faceted GIS themes; creates graphical user interface for Internet theme navigation; develops query and relational query methodologies for the manipulation of geographically referenced data; develops and maintains digital base maps; performs modeling and manipulation of digital map files; creates topology files for theme integration; develops GIS project methodologies and designs for Intranet and Internet use; develops statistical methods for the analysis and projection of GIS data; interfaces with surveyors to implement GPS control points collected in the field; checks positional and relative accuracy of GPS data; performs

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER/DECEMBER, 2006

Date ATE:

backups of all GIS related data; ensures integrity, quality, and accuracy of the City GIS system; provides technical support to City departments and other clients requesting GIS products ensuring clients receive accurate products including maps, charts, and graphs in a timely and appropriate manner; prepares GIS system documentation; develops specifications for new GIS hardware and software; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Use, capabilities, characteristics, and limitations of GIS, personal, and network computer systems and related equipment; computer repair and maintenance procedures and techniques; principles and practices used in the design, implementation, and operation of relational database management systems; principles and procedures of systems analysis, design, security, planning, and documentation; cartographic, demographic, and statistical methods and standards; geography; digital orthophotography principles and practices; Structured Query Language and related concepts; data schemas; geodetic GPS accuracy standards; surveying principles, procedures, and techniques; engineering principles, procedures, and techniques; mathematical principles including trigonometry and geometry; modern office procedures, methods, and equipment including computers; recent developments, current literature and information related to the fields of GIS, network systems and computer work stations.

Ability to: Design, implement, maintain, and operate relational database management systems; troubleshoot software and hardware problems; prepare clear and concise technical reports and presentations; operate a variety of computer equipment and software relative to the assigned area of responsibility; relational and statistical query methodologies; read, interpret, and apply knowledge gained from complex technical publications, manuals, and other documents; respond to requests and inquiries from City departments, outside organizations, and the public; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; communicate clearly and concisely, both verbally

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER/DECEMBER, 2006

Date ATE:

and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelor's degree from an accredited college or university with major course work in geographic information systems, geography, cartography, computer science, or related field.

Experience: Two (2) years of experience working with geographic information systems or closely related areas.

Licenses/Certifications: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS - Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER/DECEMBER, 2006**

Date ATE:

**CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT_[CF1]**

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER/DECEMBER, 2006

Date ATE:

as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5 Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It integrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



Title: GEOGRAPHIC INFORMATION SYSTEM ANALYST II
OCTOBER DECEMBER, 2006

Date ATE:

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 20063

DATE:

JOB CODE: 0115/0505/0116/0117/0118/0499
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA: ISA I-IV
MEO: SENIOR ISA
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Performs programming, testing, troubleshooting, installation, implementation, documentation and maintenance of City-assigned systems, databases, programs and applications; ~~t~~ Troubleshoots, analyzes and resolves systems and applications hardware and software problems; ~~and performs related work as required;~~ ~~a~~ Analysts may be focused on specific areas such as networks, business applications, office automation, public safety, GIS, Web development or other business systems. They perform a wide range of complex database support and systems administration tasks, and other related work as required. See Systems Environment attachment (pages 6-7-)

DISTINGUISHING CHARACTERISTICS

INFORMATION SYSTEMS ANALYST I

~~—This is the entry-level class in the analyst series. Performs a wide variety of technical tasks in support of higher level positions. This level does not necessarily have previous formal experience or training as an analyst, but both are preferred, and first working level into the Information Systems Analyst series. Positions at this level receive on the job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in the assigned area of work.~~

INFORMATION SYSTEMS ANALYST II

~~—This is the journey level class in the series. This level is trained and able to perform the basic functions of the analyst series such as programming, testing, de-bugging, installs, implementation, documentation and on going maintenance of City software applications and their supporting hardware. second working and journey level within the Information Systems Analyst series; incumbents at this level are expected to perform the full range of duties in an assigned support area such as training, programming, testing, de-bugging, installing, documenting, and maintaining assigned applications including hardware and software. Incumbents may also have limited project~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 20063

DATE:

responsibilities for less complex applications within their department

INFORMATION SYSTEMS ANALYST III

~~—This is the advanced journey level in the series. This level performs complex database troubleshooting and support functions; complex software design, development, testing, training, implementation, documentation and maintenance. May also perform project management of various systems projects.~~ third and advanced journey level within the Information Systems Analyst series responsible for performing more complex application design, development, implementation, documentation and maintenance for City-wide or complex department applications. Incumbents at this level may be assigned project management duties for the applications supported.

INFORMATION SYSTEMS ANALYST IV

~~—This is the advanced, specialized level in the series. This level may be assigned complex technical projects. Performs project management of complex systems projects.~~ fourth working level within the Information Systems Analyst series. Incumbents at this level are responsible for the design, development, implementation, documentation and maintenance of complex City-wide or critical department applications. Incumbents at this level also serve as project manager on the applications supported when required.

SENIOR INFORMATION SYSTEMS ANALYST

~~—This is the highest level in the series and most advanced. This level is highly trained and capable of the most complex analyst tasks and functions. This level provides leadership and training to levels 1 through IV. They may be utilized outside of their workgroup based on their skill set for various assistance to other work groups.~~ fifth and highest working level in the Information Systems Analyst series. Incumbents at this level provide leadership to other professional and technical staff in the design, development, testing, documentation and maintenance of City-wide business applications such as JD Edwards, office automation, and City-View. These positions also serve as technical experts in their assigned areas.

Note: ~~To meet operational needs of the department, recruitments to fill vacancies may address all positions in the series.~~

EXAMPLES OF ESSENTIAL DUTIES

Performs systems administration duties on assigned systems; installs, tests, de-bugs

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 20063

— ——— DATE:

and maintains applications within an assigned area; creates design documents; writes codes; aAnalyzes user needs by evaluating manual processes and identifying technology solutions; designs, develops, tests, trains users, documents and maintains various databases; produces reports through databases or using report writing tools; sets up processes; troubleshoots and resolves issues at the server level; develops quality technical documentation on processes, databases, and programs; may performs project management duties on complex assigned systems projects; may be assigned full responsibility for specific systems and databases; may be focused on a specific area such as networks, office automation training, GIS, document imaging, financials, web development and maintenance, or public safety systems; performs research, gathers costing information, recommends hardware and software; gathers vendor quotes and assists in budget preparation; maintains effective relationships with vendors and their technical support personnel; trains users on database or software applications; defines procedures and batch processes; creates training curricula and facilitates training for City employees on assigned applications; performs system administration tests such as database security management and disaster recovery; implements access controls; creates and tests back up procedures; validates data integrity; evaluates, plans, implements, and integrates new systems; troubleshoots and resolves network problems and ensures security; serves as liaison between end users and members of the project team; develops web applications, business objects, server components and data interfaces; attends and participates in professional group meetings; stays abreast of latest trends and innovation in technology field; sudies the overall functions of assigned areas in specific departments to better analyze automation needs; works with IS Links to improve services, policies, and procedures; assists in development and maintenance of City-wide standards, policies, and procedures; assists other workgroups as assigned; provides consultation and integration services; configures and installs servers; sudies and charts systems and procedures workflow; maintains a self training program to stay on top of their field(s) of expertise and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Mandatory requirements of all Analyst series classifications:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 2006

DATE:

Must be able to carry a call out device and respond to emergency services call out;
mMust pass a police background investigation; mMust possess a valid class "C"
California driver's license; mMust read, sign, and commit to abiding by City standards,
policies and procedures.

INFORMATION SYSTEMS ANALYST I

Knowledge of: Operations, services and activities of information systems programs;
pPrinciples and practices of computer science and information systems; bBasic
operational characteristics of a variety of computer systems, applications, hardware,
software and peripheral equipment; Basic time management principles and techniques;
Basic stress management principles and techniques; Basic basic customer service
principles and practices; Basic basic technical writing and documentation methods and
techniques; a vVariety of common operating systems, database platforms and
programming languages; Basic basic programming methods and techniques; Basic
basic systems and software application troubleshooting methods and techniques;
pPrinciples, practices, methods and techniques used in the installation, troubleshooting
and maintenance of systems and applications; pProper grammar, punctuation and
spelling; pPertinent Federal, State and local codes, laws and regulations.

Ability to: Perform routine programming duties; tTroubleshoot system and application
problems using logical and methodical processes; rRead, interpret and apply technical
publications, manuals and other documents; lLearn to install, troubleshoot, test and
support systems and applications; pProvide technical support to systems or application
design and development projects; lLearn to create reports, presentations and other
special documents through database and report writing tools; Admit mistakes, request
help and assist team members in resolving issues caused by mistakes; wWork both
independently and as a cohesive team member; lLearn methods and techniques of
using a variety of application design and development tools; lLearn principles and
practices of quality assurance; lLearn methods and techniques of programming a
variety of applications and systems; cCommunicate clearly and concisely, both orally
verbally and in writing; eEstablish and maintain effective working relationships with
those contacted in the course of work; aAdapt to a fast paced environment and work
both independently and as part of a team.

Education: Associate degree in Computer Science or closely related field; Bachelor's
degree preferred.

Experience: Two (2) or more years as a Senior Technician or equivalent; oOne (1) or
more years as a programmer.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY OCTOBER DECEMBER, 2006

DATE:

INFORMATION SYSTEMS ANALYST II

Knowledge of: In addition to the Information Systems Analyst I knowledge requirements, note that the "basic" designation at the I level are removed; and incumbents at the II level should also have the identified knowledge of: iInformation systems security concepts, practices and methods; pPrinciples and practices of quality assurance; pPrinciples and techniques of project management; network principles.

Ability to: In addition to the Ability requirements of Information Systems Analyst I, the "learning" designation at the I level are removed; and incumbents at the II level should have the identified abilities of: aAnalyze, identify and resolve basic systems and applications malfunctions; aAnalyze, troubleshoot and remediate systems and application errors; eEffectively communicate technical information to users; mMaintain service attitude and perspective under pressure; aApply organizational methods and practices to manage workload effectively and efficiently; cCross train others; aAbsorb and apply higher-level technical information.

Education: Associate's degree in Computer Science or closely related field. Bachelor's degree preferred.

Experience: Two (2) years or more as an Information Systems Analyst I or equivalent.

INFORMATION SYSTEMS ANALYST III

Knowledge of: In addition to knowledge requirements of Information Systems Analyst I/II; aAdvanced detection, diagnosis and resolution of complex malfunctions of systems and applications; operational characteristics of a variety of operating systems and environments; principles and practices of network design and administration, database administration and security methods.

Ability to: In addition to Abilities of Information Systems Analyst I/II; pProvide assistance to other workgroups as needed; wWork as a leader and/or member in teams assigned advanced technical projects; tTrain and cross-train in advanced technical concepts and disciplines.

Education: Associate's degree in Computer Science or closely related field. Bachelor's degree preferred.

Experience: Two (2) years or more as an Information Systems Analyst II or equivalent.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 20063

DATE:

INFORMATION SYSTEMS ANALYST IV

Knowledge of: In addition to ~~k~~Knowledge requirements of Information Systems Analyst I/II/III; aAdvanced and specialized troubleshooting, diagnosis and problem resolution in focused areas such as ~~GIS, OA~~ City wide business applications, website development, Networks, Financials~~networks, financials~~, Public Safety systems, etc; aAdvanced and specialized expert knowledge of focused software such as operating systems, programming languages, database platforms and City wide applications; aAdvanced tools and techniques for focused problem resolution; relational database management concepts; web based languages and network technologies;-

Ability to: In addition to aAbilities of Information Systems Analyst I/II/III; pProvide high level, advanced technical support to specialized areas and environments; pProvide a leadership role in teams or in managing assigned projects.

Education: Bachelor's degree in Computer Science or a closely related field; completion of specialized training ~~such as GIS, OA, Networks~~, or specific software applications so as to be considered an advanced technical support resource in that field of expertise.

Experience: Two (2) or more years as an Information Systems~~S~~ Analyst III or equivalent; ~~t~~Two (2) or more years in a focused specific discipline.

SENIOR INFORMATION SYSTEMS ANALYST

Knowledge of: In addition to kKnowledge requirements of Information Systems Analyst I/II/III/IV; eExpert level on systems and software services, activities, procedures and responsibilities; eExpert level on various programming languages, database administration or systems; eExpert level on one or more focused disciplines.

Ability to: In addition to aAbilities of Information Systems Analyst I/II/III/IV; eEffectively perform all ~~basic~~ duties of an Aanalyst at an expert level; pProvide leadership to advanced systems projects and tasks; eEffectively train lower level staff and end users; eEffectively communicate technical information orally and in writing; ~~d~~Develop and present oral verbal presentations with the use of advanced PowerPoint, Excel, or other tools to enhance presentations; pPerform complex analytical tasks; iIdentify, recommend and implement improvements to systems, applications and service delivery; pPerform various sSupervisor level duties in sSupervisor's absence or as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY/OCTOBER/DECEMBER, 2006

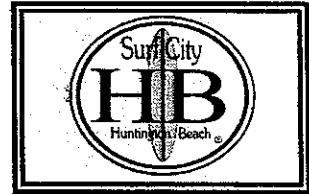
DATE:

Education: Bachelor's degree in Computer Science or closely related field; ~~f~~For focused areas, ~~focused degrees such as Cartography or Architectural degrees for GIS;~~
Certification in multiple disciplines or multiple certifications in a focused discipline.

Experience: Two (2) or more years as an Information Systems Analyst IV or equivalent; ~~t~~Three (3) or more years in a specific, focused discipline.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
MAY OCTOBER DECEMBER, 20063

DATE:

CITY OF HUNTINGTON BEACH
INFORMATION SYSTEMS DEPARTMENT
JOB SPECIFICATION ATTACHMENT_[CF1]

May 21, 2003

SYSTEMS ENVIRONMENT:

Network

The City's network is NT with all Cisco hardware including a Cisco 6509 core switch. Remote sites are connected via ISDN or fractional T-1 lines. Firewalls are Cisco Pix. Client server environment with 100mb fast Ethernet. TCP/IP is the protocol with address resolution via DNS and WINS. Client addressing is static. Monitoring of critical devices is via Cisco Works and Ipswitch Whatsup! Gold. There are multiple domains that will be collapsed at some point to only 1 or 2. There are approximately 1000 users.

Public Safety

Police are migrating in 2003 from a Unidata GEAC CAD/RMS system to Intergraph's CAD/RMS running on Windows 2000 and SQL. Police use the county's 800Mhz system. The City has an internal radio group that maintain the police radios which are ASTRO spectra 800's in the cars and portable XTS 3000's. MDCs in the cars are Motorola MW520s and motors use Panasonic Toughbooks. MDCs will be replaced as phase 2 of the Intergraph project. Motorola is currently under contract to install an independent wireless network utilizing 802.11b & g to operate in conjunction with the existing 800Mhz infrastructure.

Fire is currently contracting with Anaheim for CAD services. RMS is Firehouse, and Telestaff is used for scheduling.

Business Systems

The City utilizes JD Edwards OneWorld Xe ERP system on Windows 2000 and SQL. Citrix servers are used for thin clients. JD Edwards comprises all the city's financials. Kronos is a timecard system on a Windows 2000 server and SQL. Cityview is the permitting system that will be used by multiple departments for permits, code enforcement, plan check, business licenses, etc. It also runs on Windows 2000 and SQL. GIS utilizes ESRI's software running on Windows 2000. Office Automation is Microsoft Exchange 5.5

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: INFORMATION SYSTEMS ANALYST I/II/III/IV/SR
~~MAY~~~~OCTOBER~~DECEMBER, 2006³

— — — — — **DATE:**

Server in a Windows 2000 active/passive cluster configuration. Utiligy is a custom utility billing system that runs on an NT server and SQL. It intergrates with a Radex meter reading system. Crystal reports is used to produce bills and notices.

Microsoft Internet Explorer 6.x is the web browser. Connectivity is over 2 channelized T-1's and content filtering is provided by 8E6 R2000. The City continually expands the uses for its website, and plans to tie many of its business apps to the web such as paying utility bills and purchase of basic permits. There are also plans to build a robust intranet environment. City uses Ektron CMS200 for website content management and Cold Fusion 5.0 for website application development. The web servers are IIS 5.0/Apache running on Windows 2000.

Operations

The City's current desktop standards are Windows 2000 Pro, and Office 2000 Pro. The server and client hardware standard is Dell Power/Edge servers and Dell Optiplex workstations.

The City utilizes NAS for file sharing and database backups. Backups are performed with Syncsort Backup Express software and a Spectra Logic Gator 12000 tape library. Servers are backed up via TCP/IP. Filers are backed up via NDMP. Norton Anti-virus is the virus protection software.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CRIMINALIST
DECEMBER OCTOBER DECEMBER, 2006

DATE:

JOB CODE: 0120
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~With Under general supervision and direction,~~ provides expert collection, preservation, scientific analysis, and documentation of physical evidence in criminal and civil legal matters; conducts examinations of physical and biological evidence in both the laboratory and the field; provides training to others in technical skills related to supporting forensic examinations and procedures; and assists with the reconstruction of events that occurred during the commission of a crime; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Senior Criminalist performs a variety of highly specialized technical research and scientific analysis of evidence in the laboratory and the field. This position classification is proficient in all areas of scientific analysis in the Unit, and trains others in the field, and may provide lead supervision and training to lower level staff.

EXAMPLES OF ESSENTIAL DUTIES

Performs forensic and laboratory analysis of collected physical and biological evidence from crime scenes; performs a variety of highly specialized and complex technical tasks in searching, collecting and analyzing evidence; may assign, plan, and review the work of assigned staff to ensure proper work methods and products; performs analysis of narcotics and dangerous drugs in biological fluids and solid dosage forms; performs serological and DNA analysis on all forms of biological materials; performs analysis of all forms of trace evidence; performs examinations of firearms, bullets, casings, powder patterns, and gunshot residue; performs blood alcohol and toxicology analyses; p-

~~Performs latent print examinations on submitted items of evidence; makes~~ performs chemical and physical analysis, as well as microscopic examinations for identification and comparison of evidence; analyzes, identifies, and compares evidence to connect with the perpetrator of a crime; d-

Develops methods of identifying new drugs of organic or synthetic origin; makes independent field investigations at the scenes of crimes and other pertinent locations,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CRIMINALIST
DECEMBER OCTOBER DECEMBER, 2006

DATE:

searching for, collecting, photographing and preserving evidence subject to laboratory analysis and comparison; re-

Reconstructs situations of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime; prepares findings for court presentation; testifies in court concerning scientific facts as established in the analysis of evidence; studies and applies new techniques and procedures in the field of criminalistics; consults and coordinates with other law enforcement agencies; provides technical training in the field of forensic examinations and procedures; consults with staff, detectives, police officers, deputy district attorneys and other law enforcement officials regarding procedures and analyses; prepares statistical and other related reports; monitors safety practices within the laboratory, MSDS filing, and manages the disposal of hazardous chemical and biological waste; prepares laboratory maintenance logs; orders and maintains stock supplies; and performs related duties and responsibilities as assigned.

~~Performs forensic and laboratory analysis of collected physical and biological evidence from crime scenes; performs a variety of highly technical tasks in searching, collecting and analyzing evidence; performs analysis of narcotics and dangerous drugs in biological fluids and solid dosage forms; performs serological and DNA analysis on all forms of biological materials; performs analysis of all forms of trace evidence; performs examinations of firearms, bullets, casings, powder patterns, and gunshot residue; performs blood alcohol and toxicology analyses.~~

~~Performs latent print examinations on submitted items of evidence; makes chemical and physical analysis, as well as microscopic examinations for identification and comparison of evidence; analyzes, identifies, and compares evidence to connect with the perpetrator of a crime.~~

~~Develops methods of identifying new drugs of organic or synthetic origin; makes independent field investigations at the scenes of crimes and other pertinent locations, searching for, collecting, photographing and preserving evidence subject to laboratory analysis and comparison.~~

~~Reconstructs situations of a crime in the demonstration and proof of the connection of persons, instruments, or materials with the crime; prepares findings for court presentation; testifies in court concerning scientific facts as established in the analysis of evidence.~~

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CRIMINALIST
DECEMBER/OCTOBER/DECEMBER, 2006/4

DATE:

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Principles, methods and procedures, materials and techniques of toxicology, chemistry, physics, biochemistry, physiology, and photography; laws of evidence, criminal procedures, crime, courtroom procedures and testimony; investigative methods and techniques; principles of lead supervision and training; recent developments and sources of information relative to criminalistics.

Ability to: Conduct a wide variety of technical, chemical and other comparative laboratory analysis; present evidence in court as an expert witness; use of various laboratory equipment, measuring devices, firearms, digital imaging equipment, and other tools used in the laboratory; lead, plan, assign and review the work of assigned staff.

Education: Bachelor's of Science degree in Criminalistics, Chemistry, Biochemistry, Biology, natural sciences involving chemical analyses or a closely related field; specialized training in law enforcement.

Experience: Three (3) years as a Criminalist and proficiency in at least seven (7) areas of forensic specialty all areas of scientific analysis performed in the unit.

Certifications/Licenses/Certifications: Possession of a valid California motor vehicle operater's license; must pass an extensive background check.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Must be able to report to a crime scene at any time ~~time of the day~~. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL COORD **SUPERVISOR** **DATE:**
~~DECEMBER~~~~SEPTEMBER~~~~DECEMBER~~, 20064

JOB CODE: 0455
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~Under~~With general supervision~~direction~~, oversees the parking control and traffic control program; supervises traffic and clerical staff; reviews complaints from the general public regarding traffic and parking issues and ~~takes steps to resolve~~and resolves; transcribes and logs traffic collisions; ~~and maintains record-keeping system; and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

~~The Parking/Traffic Control Coordinator is a working supervisor staffed by a civilian to supervise traffic and clerical staff, and reports to the Traffic/Aero Bureau Commander.~~

EXAMPLES OF ESSENTIAL DUTIES

~~Manages~~Oversees and directs the parking control program; supervises traffic and clerical staff; hires and trains new staff members; investigates personnel complaints and recommends actions; recommends termination, as appropriate; ~~r-~~

~~Reviews~~ complaints on parking citations as required by ~~the~~ State; handles complaints from the general public regarding traffic and parking issues and takes steps to resolve; oversees hearing process to contest citations; handles administrative aspects of citation processing and court review; transcribes and logs traffic collisions; maintains record keeping system; ~~p-~~

~~Provides~~ for traffic control at accident scenes; assigns staff to establish traffic control markings and to direct traffic; ensures the safety of motorists around traffic accidents; ~~e-~~

~~Evaluates~~ employees performance and takes disciplinary actions as needed; makes daily checks and determines compliance with current policies, procedures, and safety standards; checks signage and markings within the City for legal posting or ticket verification; completes and distributes monthly statistics for the Traffic Bureau; meets with staff on Ttraffic Bbureau related issues; ~~g~~

~~Generates~~ schedules for traffic personnel; schedules replacement of all personnel unable to perform their assigned duties; maintains daily work records and keeps daily

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL COORD _____ SUPERVISOR _____ DATE: _____
DECEMBER SEPTEMBER DECEMBER, 2006

time records for submission to payroll; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City municipal codes, California vehicle code, local ordinances related to parking and traffic, transportation traffic manuals, police radio codes; record-keeping procedures; supervisory policies and procedures; personal computers and standard business software.

Ability to: Read and interpret codes and schedules; use personal computer; supervise, create, prioritize and maintain working schedules; effectively communicate effectively with others both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work with employees, Department staff, general public, and others in authority.

Education: High school diploma or equivalent.

Experience: Two (2) years supervisory experience preferred

Certifications/Licenses/Certifications: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING / TRAFFIC CONTROL COORD **SUPERVISOR** **DATE:**
~~DECEMBER~~~~SEPTEMBER~~~~DECEMBER~~, 2006~~4~~

JOB CODE:	0455	3 CC
EMPLOYMENT STATUS:	REGULAR FULL-TIME	PLC
UNIT REPRESENTATION:	MEA	IT R
FLSA STATUS:	NON-EXEMPT	SA S

DUTIES SUMMARY

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~~Under~~With general supervision~~direction~~, oversees the parking control and traffic control program; supervises traffic and clerical staff; reviews complaints from the general public regarding traffic and parking issues and ~~takes steps to resolve~~and resolves; transcribes and logs traffic collisions; ~~and maintains record-keeping system~~; and ~~performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

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~~The Parking/Traffic Control Coordinator is a working supervisor staffed by a civilian to supervise traffic and clerical staff, and reports to the Traffic/Aero Bureau Commander.~~

EXAMPLES OF ESSENTIAL DUTIES

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~~Manages~~~~Oversees and directs~~ the parking control program; supervises traffic and clerical staff; hires and trains new staff members; investigates personnel complaints and recommends actions; recommends termination, as appropriate; ~~r-~~

~~Reviews~~ complaints on parking citations as required by ~~the~~ Sstate; handles complaints from the general public regarding traffic and parking issues and takes steps to resolve; oversees hearing process to contest citations; handles administrative aspects of citation processing and court review; transcribes and logs traffic collisions; maintains record keeping system; ~~p-~~

~~Provides~~ for traffic control at accident scenes; assigns staff to establish traffic control markings and to direct traffic; ensures the safety of motorists around traffic accidents; ~~e-~~

~~Evaluates~~ employees performance and takes disciplinary actions as ~~needed~~; makes daily checks and determines compliance with current policies, procedures, and safety standards; checks signage and markings within the City for legal posting or ticket verification; completes and distributes monthly statistics for the Traffic Bureau; meets with staff on Ttraffic Bbureau related issues; ~~g~~

~~Generates~~ schedules for traffic personnel; schedules replacement of all personnel unable to perform their assigned duties; maintains daily work records and keeps daily

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I
OCTOBER/DECEMBER, 2006⁵

-- -- DATE: JUNE

JOB CODE:	0172
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

~~With Under close immediate supervision from a higher level Construction Inspector, receives on-the-job training for a period of six months to one year for assistance to assist in performing basic types of inspections related to public works construction including capital improvements, projects in the public right-of-way and subdivisions, and for the performance of other related duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

~~The Construction Inspector I is an the entry level position classification within the Construction Inspection series, with no supervisory responsibilities and incumbents at this level receives on-the-job training in order to learn and develop competencies in performing the essential functions of the job and to apply City and department policies and procedures in conducting public works project inspections. The Construction Inspector I performs a variety of duties related to analyzing plans and specifications, conducting field inspections ensuring compliance with project plans and specifications, and maintaining appropriate records and developing reports. The Construction Inspector I is expected to learn how to perform, at an acceptable level, detailed inspections on a variety of public works projects, including inspection of streets, storm drain and water systems, and to develop a thorough working knowledge of departmental policies and procedures, and prior to consideration for promotion to the journey level of Construction Inspector II. The position reports to the Construction Manager to obtain one of the designated certifications.~~

EXAMPLES OF ESSENTIAL DUTIES

~~P~~Within a learning and on-the-job training capacity, performs periodic and detailed inspections both above and below ground in confined spaces on assigned construction projects by contractors or developers to ensure quantity and quality control and integrity of the work as prescribed by approved plans, specifications, standards, applicable

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CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I
OCTOBER/DECEMBER, 2006

— — DATE: JUNE

codes, ordinances or other requirements; prepares necessary field records and reports as required for approval of assigned work; utilizes various field measurement, field testing and inspection techniques in various phases of construction to assure ~~ensure~~ compliance with City requirements; performs inspections for grading, concrete sidewalk, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments and minor contracts; directs and enforces provisions for public safety, pedestrian and vehicle safety in accordance with standards, traffic division directives, and Police or Fire Department requests; coordinates work with contractors, developers, other departments, other public and private agencies, engineers and all involved; investigates complaints and requests related to the inspection requirements of the Public Works Department; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, Federal, State and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations; construction and related materials, tools and equipment; and, occupational safety and hazards related to construction work.

Ability to: Learn to read, interpret and analyze construction plans, specifications and manuals; prioritize tasks and meet deadlines; learn departmental policies and procedures; successfully complete confined space training as provided by the City within six months of employment; learn construction inspection principles and techniques and safely work in confined spaces both above and below ground to perform inspections; make mathematical computations; deliver quality customer service; maintain and follow Department processes and regulations; ensure safety and professional work standards are met; write reports and recommendations; communicate effectively in ~~oral~~ verbal and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents; learn and

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TITLE: CONSTRUCTION INSPECTOR I
OCTOBER/DECEMBER, 2006⁵

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become competent with the use of a personal computer and programs such as MS Word and Excel.

Education: High school diploma or equivalent.

Experience: Two (2) years working in public works construction or related field.

Certifications/Licenses/Certifications: Due to the performance of field duties that require operation of a motor vehicle, a valid California Class C dDriver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands and fingers to handle, feel, enter and safely work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II
OCTOBER/DECEMBER, 20065

– DATE: JUNE

JOB CODE: 0463
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs general inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and ensures compliance with project plans, specifications, and City, State, and Federal codes and regulations.; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

~~The Construction Inspector II performs field inspections of a wide variety of construction work. This is a journey-level job class that works under the guidance and direction of Construction Manager.~~ The Construction Inspector II is the journey level classification within the Construction Inspection series and is expected to perform the full range of construction inspection duties. This classification is distinguished from the Construction Inspector I in that the latter is a training classification which does not require the acquisition of certifications. The Construction Inspector II is distinguished from the Senior Construction Inspector in that the latter is an advanced journey level classification responsible for the most complex work assigned to the series and which requires the acquisition of two of the designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way; including asphalt paving, curbs, gutters, sidewalks, drive approaches, sewer mains and laterals, water facilities, hydrants, pump stations, storm drains, aerial and sub aqueous crossings, storm drains, public utilities, traffic signals, lighting, etc. for conformance to plans and specifications; inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems; enforces NPDES requirements; collects water samples and maintains records for public health purposes;

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II
OCTOBER/DECEMBER, 2006

— DATE: JUNE

Performs field inspection duties, including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control; ~~assures~~ ensures quality control and testing coordination for compliance with City and outside agency requirements; ~~manages and supervises the preparation of~~ reviews "as built" records and drawings; p-

Provides customer service to engineers, contractors and residents; answers questions and resolves construction problems on-site; performs field contract administration; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; recommends field adjustments and redesign decisions to resolve problems or conflicts and ~~recommends~~ provides input on change orders as appropriate; i-

Inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street signs and park landscaping; reviews soil reports for compliance with compaction of grading and trench backfill requirements; reviews and ~~approves~~ engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision before approval of bond release; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction, Federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code and related codes and regulations applicable to public works construction; departmental policies and procedures; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; water and materials testing methods; water related inspection and testing standards as determined by regulatory agencies; related computer software applications.

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CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR II
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Ability to: Read, interpret and analyze construction plans, specifications and manuals; ~~organize and coordinate large~~ undertake construction inspection projects, prioritize tasks and meet deadlines; make mathematical computations; record quantities of materials; prepare progress payments and field memoranda; resolve problems related to construction projects ~~and~~ contractor compliance ~~and project design~~; deliver quality customer service; maintain and follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports and recommendations; communicate effectively in ~~oral~~ verbal and written form; establish and maintain effective working relationships with contractors, engineers, City personnel and residents, use personal computers with competence, including working knowledge of MS Office software applications such as MS Word and Excel.

Education: High school diploma or equivalent, supplemented by college level coursework in construction management, engineering or a related field.

Experience: Three (3) years experience working in public works construction (heavy, highway, and/or infrastructure), or closely related experience.

Certifications/Licenses/Certifications: Possession of at least one of the following certifications is required: Public Works Inspector's Certificate, Public Works Ceertification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Power Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties that requires operation of a motor vehicle, a valid California Class C Driver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground), and to lift moderately heavy objects up to 60 pounds in weight. ~~Reasonable accommodation(s) for an individual with a qualified disability~~ Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR
OCTOBER/DECEMBER, 20065

— DATE: JUNE

JOB CODE:	0171
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision~~direction~~, performs general and complex inspections of a wide variety of construction work including capital improvements, projects completed in the public right-of-way and subdivisions; and ensures compliance with project plans, specifications, and City, State, and Federal codes and regulations; ~~and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

~~The Senior Construction Inspector performs complex and journey level field inspection review work, and oversees the work in a lead capacity of lower level Construction Inspectors. This position reports to the Construction Manager.~~ The Senior Construction Inspector is the advanced journey level classification within the Construction Inspection series responsible for performing the most specialized and complex work assigned to the series. Positions at this level possess a specialized expertise, are assigned tasks above the journey level, and require the acquisition of two designated certifications.

EXAMPLES OF ESSENTIAL DUTIES

Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including street improvements, sewers, storm drains and buildings, water facilities, pump stations, public utilities, lighting, traffic signals, etc. for conformance to plans and specifications; p

Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities; reviews and monitors traffic control; assures-ensures quality control and testing coordination for a variety of City and outside agency requirements; inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems; enforces NPDES requirements; collects water samples and maintains records for public health purposes; prepares necessary reports and presents materials and recommendations at project meetings; assists contract administrators on

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR
OCTOBER/DECEMBER, 2006/5

— DATE: JUNE

construction projects; and is responsible for overseeing the preparation of "as built" records and drawings; p-

Provides customer service to engineers, contractors and residents; answers questions and resolves complex construction problems on-site; performs ~~field contract~~ administration; maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis; monitors compliance with the Davis-Bacon Act as necessary; recommends field adjustments and redesign decisions to resolve problems or conflicts; recommends provides input to change orders as appropriate; and reviews and monitors traffic control.

i- Inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street appurtenances and landscaping; reviews and approves soil reports for compaction of grading and trench backfill; reviews and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage; performs a final inspection of the entire subdivision or development before final approval and release of bonds; i-

In a lead capacity, performs field and technical review of work and progress performed by contract and other City construction inspectors and assists in training as assigned; p- Provides guidance and reports work progress to immediate supervisor as required; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Standard Specifications for Public Works Construction; f- Federal, state and local laws, ordinances, codes and regulations including the Uniform Building Code, CalTrans Local Programs Manual, NDPES regulations and related codes and regulations; construction inspection principles and techniques; construction and related materials, tools and equipment; occupational safety and hazards related to construction work; construction estimating methods; soil mechanics; mathematic concepts; water and materials testing methods; water related inspection and testing as determined by regulatory agencies; related computer software applications, including MS Office Suite.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR
OCTOBER/DECEMBER, 2006

– DATE: JUNE

Ability to: Read, interpret and analyze construction plans, specifications, and manuals; organize and coordinate large construction inspection projects; prioritize tasks and meet deadlines; make engineering computations; record quantities of materials; prepare progress payments and field memoranda; assist in the preparation of estimates and change orders; resolve problems related to construction projects, contractor compliance and project design; deliver quality customer service; ~~learn, understand, maintain and~~ follow department processes and regulations; ensure safety and professional work standards are met; successfully complete confined space training as provided by the City within six months of employment; safely work in confined spaces both above and below ground to perform inspections; write reports; prepare status reports and information items regarding construction issues; analyze records for response to claims; review plans and specifications for constructability on assigned projects; communicate effectively in verbal-oral and written form; establish and maintain effective working relationships with ~~with~~ those contacted in the performance of duties.

Education: The equivalent of an Associate's degree in Engineering or a related field.

Experience: Five (5) years experience in public works construction or closely related experience.

Certifications/Licenses/Certifications: Possession of at least two of the following certifications is required: Public Works Inspector's Certificate, Public Works Certification or equivalent; International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector), Electrical Inspector, or State of California Grade II or III Water Distribution Certificate. Due to the performance of field duties which requires operation of a motor vehicle, a valid California Class C Driver's License may be required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves considerable physical activity in an outdoor setting with exposure to weather conditions, dangerous machinery. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, enter and work within confined spaces (above and below ground) and to lift moderately heavy objects up to 60 pounds in weight. Reasonable ~~accommodation(s) for an individual with a qualified disability~~ Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR INSPECTOR WATER CONSTRUCTION
DECEMBER/OCTOBER/DECEMBER, 2006

DATE:

JOB CODE: 0188
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

~~Under general supervision/direction, inspects and monitors new and repaired water systems within the City, and ensures compliance with public health requirements, project plans and specifications, and City, State, and Federal codes and regulations, advised more junior inspection staff, and performs other duties as required within the scope of the classification.~~

DISTINGUISHING CHARACTERISTICS

~~The Senior Water Construction Inspector is the most senior position in the water inspection job class with responsibility for performing journey level inspection and assisting the supervisor in training and supervision of more junior inspectors~~

EXAMPLES OF ESSENTIAL DUTIES

Assists the supervisor in training and supervision of more junior level inspectors; takes responsibility for the more complex inspections and assists other inspectors in interpreting and implementing codes; i;

Inspects construction of all new water related facilities to ensure compliance with approved plans; disinfects and tests newly constructed or repaired water systems; c;
Conducts hydrostatic testing of new and repaired water systems; i—Inspects back flow prevention devices as required by the State; a—Attends pre-construction conferences and instructs contractors on City and State requirements; m—Monitors tests conducted by contractors and coordinates with the State laboratory; c;

Collects laboratory water samples and ensures accurate test results; collects data of remediated soil to prevent contamination of water quality; m—Maintains health sample histories as required by the State; p—Performs pipeline disinfections, health sampling and pipeline pressure testing; approves water system operations and gives final acceptance; p;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR INSPECTOR WATER CONSTRUCTION
DECEMBER/OCTOBER/DECEMBER, 2006

DATE:

Performs record keeping and maintains files on work performed; attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards; responds to emergency calls for service on a call-out basis and works outside normal working hours as needed; and performs related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City policies and procedures; City and State Water Works Construction Standards; uniform plumbing code; machinery, pumps and motors; common tools and test equipment applicable to water works construction; methods and techniques of testing and sampling water; water related testing and inspection as determined by regulatory agencies; occupational hazards and necessary safety precautions applicable to maintenance and repair of water equipment and distribution.

Ability to: Read and interpret water quality test results; use a variety of test instruments and power, hydraulic or hand tools; read and analyze construction plans, specifications and manuals; respond quickly to critical situations, and carry out work assignments as instructed; maintain accurate records; communicate effectively orally verbally and in writing; establish and maintain cooperative work relationships with those contacted in the course of work.

Education: College level coursework in Construction Management, Engineering or a related field.

Experience: Five (5) years of experience in equipment operation, pipeline or utility construction or closely related field.

Certifications/Licenses/Certifications: Possession of a valid California motor-vehicle operator's driver's license and a State of California Water Distribution Operator Grade III Certificate. Inspectors Certificate to be defined.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is a

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR INSPECTOR WATER CONSTRUCTION
DECEMBER OCTOBER DECEMBER, 2006

DATE:

frequent need to stand, sit, stoop, walk, work in confined spaces, lift heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6 d



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Bob Hall, Deputy City Administrator
Patti Ahumada, Senior Human Resources Analyst

SUBJECT: Classification and Compensation Study by Cooperative Personnel Services 2006 and Reclassification of Municipal Employees' Association Positions in the Community Services, Fire, Information Services, Police and Public Works Departments

DATE: July 18, 2007

DISCUSSION

In March of 2006, Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The study included sixty-five (65) classifications, thirty-nine (39) of which were Municipal Employees' Association (MEA) classifications. The classifications were selected based on Department requests. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications.

At the December 20, 2006, Personnel Commission meeting, CPS staff presented an overview of study objectives, scope of work and implementation processes related to the classification and compensation study.

Principal steps in the study:

1. Met with Department of Human Resources staff to collect information regarding the current reclassification process.
2. Reviewed the City's classification specifications, salary schedule, Occupational Series manual, organization charts and related documents.
3. Conducted employee orientation for those involved in the classification study to explain the process, timeline, and distribute and explain the Position Description Questionnaire (PDQ).
4. Conducted desk audits with a representative sampling of employees involved in the classification process and interviewed supervisors and department heads as needed.
5. Conducted a thorough analysis based on the PDQ's and desk audit to determine essential duties and knowledge, skills and abilities, and made allocation recommendations for each study position.
6. Conducted a review process to permit each employee to review the draft classification recommendations and classification specifications.

7. Received, reviewed and responded to all employees who submitted either a classification specification or allocation review request.
8. Developed and distributed a compensation survey to twelve local agencies (Anaheim, Buena Park, Costa Mesa, Fountain Valley, Fullerton, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin and Westminster).
9. Analyzed the market data against Huntington Beach salaries.

Upon receipt of the classification recommendations and compensation analyses, Human Resources staff met with each department to receive additional input. The City is in concurrence with CPS's recommendations for these positions.

The City and Association have met and conferred regarding the recommended changes to the MEA classifications. Both City and MEA negotiations teams spent a significant amount of time reviewing and discussing the results and recommendations of the CPS study. The negotiation process focused primarily on classification and compensation issues related to recruitment, retention, internal alignment and market competitiveness. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title (Affected Employee(s))	Recommended Job Class	Action
<u>Community Services</u>		
Human Services Supervisor (Randy Pesquiera)	Senior Supervisor, Human Services (MEO)	New class specification Reclassification
<u>Fire</u>		
Senior Accounting Technician (Lisa Kennedy)	Administrative Aide	Reclassification
<u>Information Services</u>		
GIS Analyst (all three incumbents)	GIS Analyst II	Reclassification
IS Analyst I (Nicole Arms)	IS Analyst II	Reclassification
IS Analyst II (J. Ballesteros)	IS Analyst III	Reclassification
<u>Police</u>		
Criminalist (Susan Nakama)	Senior Criminalist	Reclassification

Parking / Traffic Control
Coordinator
(Karen Peterson)

Parking / Traffic Control
Supervisor

Reclassification

Public Works

Civil Engineer Assistant
(David Verone)

Contract Administrator
(MEO)

Reclassification

Representatives of the City and MEA have completed the meet and confer process with agreement on the classification and compensation study.

At this time, staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

RECOMMENDATION

Approve the new class specification and reclassifications for the incumbents listed above,

Attachment: Legislative Drafts – Senior Supervisor, Human Services

cc: William Davis, MEA Business Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES
20064

DATE: DECEMBER,

JOB CODE:

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES SUMMARY

UnderWith general supervisiondirection, supervises permanent and recurrent employees and volunteers who provide senior or recreation center services and/or general case management, transportation, nutrition and referral services to target residents including seniors, low income, and other groups; works closely with city and community resources, and refers or assists in referral to community programs and resources; and coordinates services with internal and external agencies; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Human Services Program Supervisor is a working supervisor that oversees staff and volunteers in providing social service programs targeting the elderly or economically disadvantaged residents.

EXAMPLES OF ESSENTIAL DUTIES

Supervises the operations and staff for an assigned human services and recreation program serving the needs of senior, low income, and other targeted resident groups; mMakes personal contact with targeted residents; and performs provides assessments, referrals and case management services; makes a determination regarding benefits awarded to clients; educates residents and community organizations on aging and health issues and the availability of community resources to meet their needs; works closely with the Huntington Beach Council on Aging to assure proper alignment with agency mission and goals; maintains a network of community resources including education and training programs to address the needs of target residents; manages operations within the senior or recreation services countercenter including events and activities; works with staff and outside service providers to develop new center programs and classes; performs periodicreviews client progress reviews with case management staff; i-

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES
20064

DATE: DECEMBER,

~~Interviews potential clients and assesses eligibility and needs; identifies program participants and guides them toward economic independence; works closely with community resources; ensures delivery of services including educational and direct services such as meals to homes, case management, and transportation; organizes fund and food raising programs; solicits and collects donations; organizes medical services for families; p-~~

~~Prepares and submits grant proposals; establishes and monitors budgets based on approved funding; prepares administrative and technical reports including contract negotiations and summaries for funding agencies and City management; t-~~

~~Trains and supervises paid and volunteer support staff; assigns duties; completes employee performance appraisals and recommends disciplinary action according to established City procedures; s-~~

~~Stays current with developments in the field; attends a variety of professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, strategies and solutions to assist target residents; Performs related duties including report preparation, development of promotional and program materials; and makesing public presentations on services offered; gathers and disseminates information regarding community services, programs, goals and community needs; conducts public presentations to social service and community groups; and performs related duties and responsibilities as assigned.~~

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal, state and local regulations governing the operation of social service programs; community social service programs and services; social, economic, political and physical factors facing the elderly or economically disadvantaged residents; standard office principles and procedures; principles of budgeting, community demographics for target residents, the needs of the elderly and low income residents, methods and techniques of fund raising, social activity programming methods and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SUPERVISOR, HUMAN SERVICES
20064

DATE: DECEMBER,

techniques; principles of supervision, training and performance evaluation and supervision.

Ability to: Identify social service needs; coordinate grant program funding and monitoring; present social program information to community groups; source and obtain funding for assigned programs; work closely with the Huntington Beach Council on Aging to assure proper alignment with program mission and goals; plan programs and activities for target residents; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both verbally and in writing.

Education: A Bachelor's degree in Human or Social Services or a related field, MA Master's degree preferred.

Experience: A minimum of three-five (35) years of human services or social services work caseload experience. Experience in working with client assessment and referral of target population is highly desirable

Certifications/Licenses/Certifications: Possession of a valid California driver's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when visiting clients. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects up to 15 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6e



**CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION**

TO: Personnel Commission

FROM: Patti Ahumada, Senior Human Resources Analyst

SUBJECT: Proposed Class Plan Amendment – Real Estate Services Manager

DATE: July 18, 2007

DISCUSSION

Attached is an overview of the Economic Development Department operational structure for the 2006-07 Fiscal Year. Currently, the department is organized into two divisions: Real Estate Services & Housing and Redevelopment.

Real Estate Services assists departments and the general public with various property related services such as technical support for acquisition of land and easements, relocation, property disposition, appraisals and title research, leasing of land and facilities, strategic planning and maintenance of City and agency property. Housing oversees and implements the Redevelopment housing program (20% of all redevelopment funds must go to affordable housing) and the HOME federal housing funds, by working with non-profit organizations to purchase, rehabilitate and create low and moderate income housing. Housing also implements the City's inclusionary housing program, the Housing Rehabilitation Program using CDBG funds, oversees the management of Emerald Cove a senior housing project and Ocean View Estates, a mobile home facility.

The Department is currently staffed by a Department Director, Deputy Director, experienced professional project managers, a Real Property Agent, administrative support and a Division Manager position: Real Estate Services Manager. The position of Housing & Redevelopment Manager was deleted in October 2006 and subsequently, the position of Deputy Director of Economic Development was added. The Housing & Redevelopment Manager position was vacant for approximately 1 ½ years before it was deleted from the City's classification plan and since that time, housing duties were shifted to the Real Estate Services Manager. Redevelopment management was overseen by the Director and subsequently by the Deputy Director.

Recently, the position of Real Estate Services Manager became vacant and the Economic Development Department is in the process of preparing to recruit for the position. After careful review of the job specification, it was determined that it would be appropriate to modify the job specification to more accurately reflect the duties of this position. Since this position's focus has shifted primarily to housing programs, staff is recommending that the job specification and the title be modified to reflect this change.

The Huntington Beach Management Employees' Organization (MEO) represents this position. Staff has met and discussed this change with MEO and they concur with the revision to the job specification.

RECOMMENDATION

Approve the revised job specification for the classification of Real Estate Services Manager and the title change from Real Estate Services Manager to Housing and Real Estate Manager, amending the City's Classification Plan.

Attachment: Legislative Draft – Housing and Real Estate Manager Job Specification
Operational Structure Overview (FY 2006/07 Budget)

cc: Stanley Smalewitz, Economic Development Director
Kellee Fritzal, Deputy Director, Economic Development
Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HOUSING AND REAL ESTATE SERVICES MANAGER

DATE: AUGUST, 1990 JULY 2007

JOB CODE: 0043

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES SUMMARY

To perform a wide range of duties regarding the planning, organizing and managing of affordable housing development programs, review of investigative, appraisals and negotiation duties related to the acquisition, management, lease and disposal of real property and improvements in which the City has an interest.

DISTINGUISHING CHARACTERISTICS

This is a division head ~~whethat~~ has citywide responsibility for all aspects of decisions and/or actions that involve housing and real property. An incumbent will be called upon to provide technical expertise to all departments when some aspect of housing or real property management is involved. An incumbent will be called upon to continually update knowledge regarding new policies, procedures, statutes, and other types of information so that guidance offered by the incumbent is based on the most current information.

EXAMPLES OF ESSENTIAL DUTIES

Plans, organizes, and controls the functions and activities of the affordable housing development programs; develops and makes recommendations on goals, objectives, and policies; analyzes and applies various local, state, and federal policies, codes, and laws relating to the operations and administrations of the various programs; develops and implements new programs and changes in existing programs as required by laws, regulations, and other rules; evaluates effectiveness of affordable housing programs; prepares and maintains a variety of reports, including financial reports and records, in accordance with applicable laws and regulations; conducts complex studies and related research; administers operating budgets and cash flow; coordinates program activities with other departments, outside agencies, and community groups; monitor property improvement work; resolves complaints and mediates disputes; identifies funding

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HOUSING AND REAL ESTATE SERVICES MANAGER

DATE: AUGUST, 1990 JULY 2007

resources and develops funding proposals; implements and coordinates financial strategies; evaluates proposals; negotiates contracts and development agreements; conducts feasibility studies; provides administrative and technical assistance to managers, City employees, the public, and other interested parties; selects, trains, supervises, and evaluates the performance of staff.
Oversees~~Coordinates~~ the appraisals and negotiations for the acquisition, rental and sale of land, improvements, rights-of-way and easements for municipal purposes; ~~confers with city departments seeking leased facilities; locates, inspects and reports on the suitability and availability of land sites and improvements in the area of desired locations; prepares lease terms; reviews and secures execution of formal lease documents; negotiates on behalf of the City for rental or leasing of city-owned property including, but not limited to, commercial stores, residences or grounds leases; confers and corresponds with representatives of the federal, state, county, and local municipalities offices, title companies and other agencies to resolve questions of legality, procedures and value related to the acquisition of property; negotiates for real estate appraisal services; reviews and recommends the acceptability of appraisals; obtains estimates of the cost of removing structures from rights-of-way; prepares deeds and escrow instructions; explains relocation benefits to eligible persons and processes claims for relocation payment; supervises or personally performs the preparation, assembly and processing of maps, drawings and documents necessary for completing property acquisition projects; maintains files of annexations including maps and copies of legal descriptions of all annexations; provides information to the City Attorney in the condemnation process; determines proper rental rates and lease terms; prepares leases and rental agreements; arranges for repair and maintenance of rented property to the extent of city obligations; performs other related duties~~

MINIMUM QUALIFICATIONS

Knowledge of: Knowledge of Redevelopment Agency set-aside, CDBG and HOME funded programs; knowledge of Inclusionary and density bonus programs for multi-family projects; principles and practices of public administration, economics, and redevelopment; principles and practices of housing development including land use, regulatory planning, and zoning requirements; applicable federal, state, and local laws, rules, and regulations regarding affordable housing programs; research methods and techniques; statistical analysis methods; financial and real estate procedures and transactions; contract negotiations and contract law; general building and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HOUSING AND REAL ESTATE SERVICES MANAGER

DATE: AUGUST, 1990 JULY 2007

housing code provisions; tax exempt structures and tax credit programs; community resources; group dynamics and community social-economic factors; equal employment and affirmative action guidelines and policies; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision; Current techniques and principles of property appraisal; knowledge of the procedures involved in the purchase, sale, lease and condemnation of real property and the acquisition of land by eminent domain; knowledge of the legal instruments used in real estate transactions and California requirements for relocation assistance.

Ability to: —aAnalyze and accurately interpret a variety of documents and materials and prepare clear, comprehensive and complex reports and recommendations; negotiate complex contracts; maintain accurate records; develop, implement, and manage long range housing programs; monitor property improvement work; follow instructions and directions; make public presentations; establish and maintain effective working relationships with supervisors, fellow employees, other government agencies, financial institutions, and developers, and the public; effectively supervise; coordinate, direct, and prioritize the work of self and others; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; work both indoors and outdoors and travel to locations to inspect properties, attend meetings, and meet with members of the public.

Ability to make accurate appraisals of land and improvements; ability to successfully negotiate with property owners and parties of interest in property and to explain policies, plans and interests affecting properties; understand and interpret engineering plans, maps, surveys and legal documents, and to compute areas, course, distances and closures of metes and bounds descriptions; keep accurate records and make reports and express ideas clearly and concisely, orally and in writing.

Education: Graduation from an accredited college or university with a degree in Public Civil Engineering, Administration, Planning, Economics, or a related field.

Experience: FourThree (43) years experience in affordable housing, community development or related field, including right-of-way work including the appraisal of real property and negotiation for acquisition, rental and sale of real property.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HOUSING AND REAL ESTATE SERVICES-MANAGER

DATE: AUGUST, 1990 JULY 2007

Certification: ~~A Real Estate Broker's license is desire.;~~ Due to the performance of field duties that may require operation of a motor vehicle, a valid California Driver's License and an acceptable driving record may be required.

**Economic Development
Adopted Budget – FY 2006/07**

Director of Economic Development

ADMINISTRATION
10080101
Administrative Assistant

85780302
Administrative Secretary

REDEVELOPMENT

REDEVELOPMENT
30580101
Redevelopment Manager
Economic Dev. Project Manager
Assistant
Development Specialist

BUSINESS DEVELOPMENT
10080101
Economic Dev. Project Manager
Economic Dev. Project Manager
Assistant

**REAL ESTATE SERVICES
AND HOUSING**

REAL ESTATE SERVICES
10080501
Real Estate and Housing Manager
Real Property Agent
Administrative Aide

COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
85780101
Administrative Analyst Senior
Economic Dev. Project Manager
Assistant

ITEM #8

South

The Orange County Register

BEACH • LAGUNA HILLS • LAGUNA NIGUEL • LAGUNA WOODS • LAKE FOREST • MISSION VIEJO • RANCHO SANTA MARGARITA • SAN CLEMENTE • SAN JUAN CAPISTRANO

Security program in full swing

Mission Viejo approves ordinance requiring city employees and contractors to adhere to specific hiring procedures.

**BY AMANDA GLOWISH
THE ORANGE COUNTY REGISTER**

Mission Viejo has begun implementing a new law requiring new employees and contractors to participate in a federal program meant to weed out unauthorized workers.

The City Council approved an ordinance in April to take part in the Department of Homeland Security's Basic Pilot Program. The city law,

which took effect July 1, requires verification that employees can legally work in the United States.

The city has already used the program for new city employees. Since mid-April, the city screened 17 new hires.

Employers enter a worker's Social Security number into a free verification system that checks a person's legal right to work in the United States.

A handful of south county ci-

ties have approached Mission Viejo to see how the law works, said Irvin Bornstein, assistant city manager of Mission Viejo.

"The requirements for being hired haven't changed at all," he said. "It allows us to double check against a federal database."

The new law also requires contractors working in the city to agree to the same procedure. Written into new contracts, a contractor must agree to run their employees through the program.

"I think the jobs should all be filled by people legally qualified to do the work," said Douglas Barnhart, CEO of Barnhart Inc.

Barnhart Inc., under contract to expand the Norman P. Murray Community & Senior Center, had already been performing a background check on all employees, he said.

In 2006 the City Council approved about 50 contracts.

The Basic Pilot Program began in 1996 as an experiment in seven states. It was expanded to all 50 states in 2004.

CONTACT THE WRITER:

949-454-7363 or
aglowish@ocregister.com

ITEM #9

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2007.

ITEM #10a

**PROPOSED CHANGES TO TERMS AND
CONDITIONS OF EMPLOYMENT FOR
SURF CITY LIFEGUARD EMPLOYEES'
ASSOCIATION (SCLEA)**

Employees in SCLEA Resolution: approx. 130

SUMMARY OF PROVISIONS

INCLUDING ESTIMATED COSTS

I. WAGE INCREASES - Continued

➤ Eff. the pay period that includes 6/1/08, 1.5% increase FY 2007/08 Estimated Cost:

Base Salary*	\$22,843
Salary Driven Cost**	\$ 4,111
Total Est. Cost***	\$26,954

FY 2008/09 Estimated Cost:

Base Salary*	\$ 485
Salary Driven Cost**	\$ 302
Total Est. Cost***	\$ 787

* Base Salary is the cost of raising salary

** Salary Driven Costs are the additional costs associated with raising base salary, which include employer taxes, workers compensation and retirement

*** Total estimated costs are based upon cost information available in 2006/2007

****N/A means Not Applicable

II. RETIREMENT

Effective 8/15/07, the City's shall begin to contribute 2.25% to the employee contribution to the Public Agency Retirement Services (PARS). Effective 6/1/08, the City shall contribute an additional 1.5% to the employee contribution for PARS.

FY 2006/2007	\$ 8,458
FY 2007/2008	\$ 19,687
FY 2008/2009	\$ 562
Total Estimated Cost for Contract Term	\$ 20,249

SUMMARY OF PROVISIONS

**NO MEASURABLE COST
CONSIDERATIONS**

III. CONTRACT LANGUAGE UPDATES

- Add fins and sunglasses to uniform listing
- Agreed to the implementation of an Administrative Regulation for a Return to Work / Transition Duty Program
- Update the Employer – Employee Relations Resolution

Total Cost Summary

Estimated Cost for 01/01/07 – 09/30/08

I. Wages	Base Salary	\$50,962
	Salary Driven Costs	\$ 9,387
	Total Est. Cost	\$60,349
II. Retirement		\$ 28,707
TOTAL ESTIMATE	Base Salary	\$ 75,376
	Salary Driven Costs	\$ 13,680
	Total Est. Cost	\$ 89,056

I. WAGE INCREASES

➤ Eff. the start of the pay period that includes 6/15/07, 3.5% increase	FY 2006/07 Estimated Cost:
	Base Salary* \$ 27,634
	Salary Driven Cost** \$ 4,974
	Total Est. Cost*** \$ 32,608

* Base Salary is the cost of raising salary

** Salary Driven Costs are the additional costs associated with raising base salary, which include employer taxes, workers compensation and retirement

*** Total estimated costs are based upon cost information available in 2006/2007

****N/A means Not Applicable

ITEM #10b

RESOLUTION NO. 2007-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON BEACH AMENDING THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY AND THE MUNICIPAL EMPLOYEES ASSOCIATION,
BY ADOPTING THE SIDE LETTER OF AGREEMENT
(REGARDING UNIT MODIFICATION AND EXTENSION OF MOU)

WHEREAS, on June 16, 2006, the City Council of the City of Huntington Beach adopted Resolution No. 2006-35 for the purpose of adopting the 2006-2007 Memorandum of Understanding (MOU) between the City and the Huntington Beach Municipal Employees' Association (MEA); and

On January 16, 2007 Resolution No. 2007-8 was adopted for the purpose of modifying salaries and benefits for non-represented employees; and

Subsequent to the adoption of the MOU, the City of Huntington Beach and MEA agreed to changes, corrections, and clarifications to the MOU that are reflected in a Side Letter of Agreement between the City of Huntington Beach and the MEA ("Side Letter of Agreement") attached hereto as Exhibit "A" and incorporated herein by this reference. The Side Letter of Agreement pertains to unit modification and extension of the MOU.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huntington Beach as follows:


1. The Side Letter of the Agreement attached hereto as Exhibit "A" is approved and adopted.
2. The Side Letter of Agreement amends the MOU between the City of Huntington Beach and MEA.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the 2nd day of July, 2007.



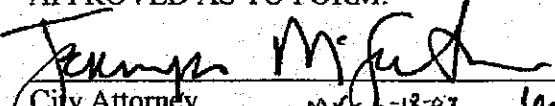
Mayor

REVIEWED AND APPROVED:



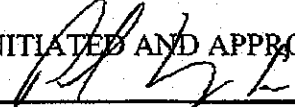
City Administrator

APPROVED AS TO FORM:



City Attorney mjc-18-07 6-18-07

INITIATED AND APPROVED:



Deputy City Administrator-City Services

EXHIBIT A

SIDE LETTER AGREEMENT

Representatives of the Municipal Employee Association ("MEA") and the City of Huntington Beach ("City") hereby agree to the following terms related to MEA Unit Modification.

1. The following non-represented classifications will be added to MEA and receive a .5% wage increase, thereby changing their terms and conditions of employment:
 - Administrative Assistant
 - Administrative Secretary, Non-associated
 - Executive Assistant
 - Payroll Technician
 - Personnel Assistant
 - Senior Payroll Technician
2. The term of the MEA MOU will be extended until September 30, 2007.
3. The City Administrator reserves the right to designate up to seven (7) Municipal Employees' Association (MEA) employees as confidential. The confidential employee designations shall be determined by the City Administrator for those employees having access to or preparing confidential materials and/or information and/or recommendations on behalf of the City in its dealings with employee associations.

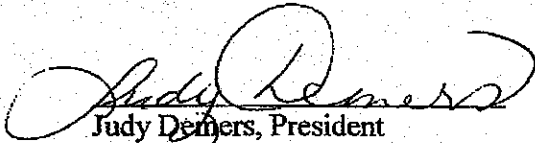
The City shall provide the Association with the names of the employees who are to be designated as confidential.

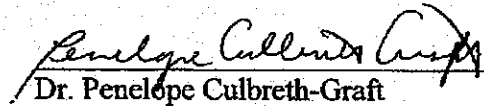
4. Except as specified herein, all terms and conditions of the MOU shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Side Letter Amendment to be executed by and through their authorized officers on July 2, 2007.

For MEA

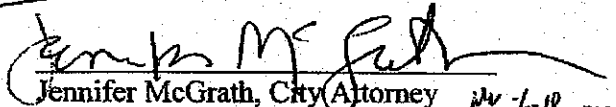
For the City of Huntington Beach


Judy Demers, President


Dr. Penelope Culbreth-Graft
City Administrator
Dated: July 2, 2007

Dated: 6-18-07

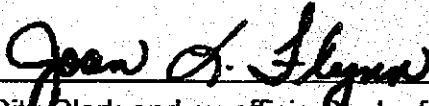
APPROVED AS TO FORM:


Jennifer McGrath, City Attorney
Dated: 6-18-07

STATE OF CALIFORNIA
COUNTY OF ORANGE) ss:
CITY OF HUNTINGTON BEACH)

I, JOAN L. FLYNN the duly elected, qualified City Clerk of the City of Huntington Beach, and ex-officio Clerk of the City Council of said City, do hereby certify that the whole number of members of the City Council of the City of Huntington Beach is seven; that the foregoing resolution was passed and adopted by the affirmative vote of at least a majority of all the members of said City Council at a regular meeting thereof held on the 2nd day of July, 2007 by the following vote:

AYES: Bohr, Carchio, Cook, Coerper, Green, Hansen, Hardy
NOES: None
ABSENT: None
ABSTAIN: None



City Clerk and ex-officio Clerk of the
City Council of the City of
Huntington Beach, California